

# BOARD OF REGENTS STATE OF IOWA

## REGENT MERIT SYSTEM

**Class Title:** Office Coordinator I

**Class Code:** 1251

**Pay Grade:** 111

### **GENERAL CLASS DESCRIPTION:**

Under general supervision, organizes, directs, reviews and coordinates the work of the office unit. Duties may involve the use of personal computers, computer terminals, and a variety of software and/or conventional office equipment. Must provide administrative supervision to at least three employees at least one of which must be classified in the Regent Merit System.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Supervises and participates in the clerical and secretarial functions of the work unit.
2. Interviews, recommends hiring and supervises the training of new employees; checks and evaluates the performance of subordinate personnel; makes recommendations with respect to personnel transactions.
3. Maintains personnel records, including vacation and leave; approves monthly time sheets, as needed.
4. Reviews work procedures and routines, and makes recommendations for revisions or initiation of new procedures.
5. Provides information to students, public, patients, faculty and staff regarding general policies, rules, regulations within the area of assignment, and advises students and patients on same.
6. Coordinates with other office coordinators and the administrative staff on all intra-unit operations and procedures; participates in regular supervisory staff meetings and unit staff meetings to discuss and consider operational matters and problems and maintain consistency and coordination of office procedures.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Knowledge of institutional and unit policies, processes, and forms.
2. Knowledge of grammar, spelling, punctuation, and capitalization.
3. Knowledge of and ability to apply the principles of supervision.
4. Skill in utilizing computer software packages and online systems to develop unit-specific applications.
5. Skill in operating office equipment.
6. Ability to communicate effectively with staff, students, and the public.
7. Ability to make decisions requiring interpretation and judgment.
8. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
9. Ability to gather, analyze, and display data in appropriate format and keep accurate records.
10. Ability to organize work flow and to supervise the work of others.
11. Ability to organize and prioritize multiple tasks.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Any combination of progressively responsible related clerical office experience, related undergraduate education, and/or post high school clerical training that is the equivalent to four years of full-time employment and includes one year of supervising clerical office staff.

**REVISION EFFECTIVE: January 16, 2007**