

Business Coordinator I

Summary of Role

Positions at this level are business para-professionals who apply business, fiscal, and administrative functions to address the business needs of a work unit, program, or department. Work involves a limited variety of functional activities or services within business, and/or programs. Coordinate varied records processing activities requiring the application of well-defined policies and procedures.

Scope

- Demonstrates basic understanding of the area of specialization, of program procedures, methods, and practices to include knowledge of program and staff responsibilities.
- Uses established filing and data systems, functions, and/or procedures that require knowledge of the program. Reviews data and information for completeness and accuracy using standard guidelines; performs tasks with attention to detail.
- Identifies and recognizes problems that have established precedents and limited impact. Refers non-standard questions and problems to higher levels.
- Communicates information clearly to staff, clients, and/or public about services, processes, and procedures using prescribed or established guidelines. Applies judgment in releasing confidential information or to whom to refer questions.

Education and Experience

Graduation from high school and one year of related office experience; or an equivalent combination of education and experience.