

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Administrative Assistant, Executive Office
Job Code: 8011
Pay Grade: 45
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

This classification is responsible for providing highly skilled administrative and secretarial support to the Juvenile Justice Services Coordinator and programs assigned to the Executive Office of Juvenile Court. This classification is required to coordinate, monitor and participate in a variety of specialized paraprofessional tasks.

ESSENTIAL FUNCTIONS:

- Exercises considerable initiative, latitude and independent judgment in making decisions relevant to executive office programs, coordinating events, scheduling meetings, and acting on behalf of the executive office.
- Serves as the interface between the executive office and the judiciary, community agency executives, the county board of supervisors, the public and staff members by responding to inquiries regarding program status, activities, and/or procedures. Performs research necessary to answer inquiries or resolve problems/and or complaints.
- Provides support to the Juvenile Justice Services Coordinator in day-to-day activities.
- Assists in organizing site visits to the court for model delinquency and Disproportionate Minority Contact/Juvenile Detention Alternatives Initiative (DMC/JDAI) sites.
- Coordinates and completes travel arrangements for members of the executive office and submits the necessary forms for reimbursement of expenses.
- Compiles statistical and survey data, and performs data entry in preparation of periodic and special reports.
- Coordinates with information technology employees to implement updates and/or add links to the court's DMC/JDAI/MDC web site.
- Monitors the Juvenile Justice Services Coordinator's (JJSC) calendar and initiates scheduling activity updates and insures that the appropriate parties are informed.
- Participates in the scheduling, coordination and facilitation of day and/or evening program events, which require interaction with court staff, program stakeholders, and the public.
- Records and transcribes minutes of meetings and distributes them to the appropriate individuals.
- Copies and distributes documents, correspondence, memoranda, agendas, handouts and other related materials in support of scheduled meetings and/or events.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- In the absence of the Administrative Assistant to the Juvenile Court Administrator performs administrative/secretarial duties.
- Assists with the quarterly Juvenile Justice and Child Welfare Communication Bulletin. Schedules interviews for participants for bulletin articles, take pictures, assist in gathering information, and the formatting, editing, and distributing of the bulletin.
- Assists in the processing of expenditures related to the DMC/JDAI/MDC budget and obtains monthly updated budget balances.
- Operates office equipment such as desktop computer, facsimile machine, photocopier, calculator, scanner, camera, printer, and multi-line telephone.
- Establishes, maintains and retrieves information from electronic and manual filing systems.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the operations of a professional office environment, organizations structure, office protocols, procedures, and providing support to executive level employees.
- Must have knowledge of business English, grammar, punctuation, spelling, a strong mathematical aptitude, data entry, and problem solving skills.
- Must have knowledge of Microsoft software such as Word, Outlook, Excel, and Power point.
- Must have skills to prioritize, organize documents and files, strong time management of projects, conduct research, compile data, compose written correspondence and reports, and maintain information confidentially.
- Must have the skills to operate office equipment such as a desktop computer and those listed in the additional duties section.
- Must have skill in establishing and maintaining effective work relationships with the public, vendors, and other government agencies.
- Must have skill in arithmetic calculations.
- Must have the ability to communicate effectively with a large variety of court employees, judges, attorneys, officials from external agencies, vendors, and the general public.

MINIMUM QUALIFICATIONS:

A High school diploma or equivalent GED Certificate and four years of progressively responsible administrative and secretarial work experience for management or higher level administrator level employees. Or, an Associate's Degree in Business or Public Administration or a related field and two years of the same level of administrative support experience; or, any equivalent combination of experience, training and/or education approved with Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Juvenile Justice Services Coordinator. The incumbent will also perform duties to assist the Administrative Assistant to the Court Administrator,, the Deputy Court Administrator and the Juvenile Court Administrator. The incumbent will perform duties under general supervision and has no supervisory responsibilities.

Date: 08/08/12

Revised:

Approved by: _____
Hiring Authority Date

Deputy Court Administrator Date

Deputy Director, Human Resources Date