

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Administrative Support Specialist – Community Renewal
and Enrichment through Work (C.R.E.W.)

Job Code: 8161

Pay Grade: 39

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Perform administrative and clerical duties, providing support services relating to operational requirements of a juvenile court community service program (C.R.E.W.). This position's responsibilities include coordination of referral and data processing relating to juvenile's compliance with meeting community service and restitution conditions through participation in the C.R.E.W. program.

ESSENTIAL FUNCTIONS:

- Assures C.R.E.W. referrals are received, accurate, complete, and accurately entered into the JOLTS database. Assures online sign-up lists are complete and accurate
- Verifies the accuracy of data entry as probation officers enroll minors into the C.R.E.W. schedule. Reviews the daily schedules and identifies and corrects data discrepancies.
- Coordinates scheduling relating to the execution of the Restitution Accountability Program (R.A.P.) minors' participation in the C.R.E.W. program and the timely receipt of compensation to victims.
- Maximizes ratio of R.A.P. spaces based on daily registrations by probation/J.I.P.S.
- Assists with designing techniques to provide accurate and thorough documentation of data relating to C.R.E.W. program needs.
- Assists with developing methods of evaluating and facilitating effectiveness of C.R.E.W. program data management procedures.
- Assists with the development of and utilizes data gathering techniques to provide accurate and thorough documentation of activities resulting from the C.R.E.W. program.
- When requested, develops and utilizes methods of reporting data that evaluates the effectiveness of C.R.E.W. program procedures and goals.
- When requested, provides statistical and financial reporting data and evaluations to supervisor and administration.
- Interfaces with Finance Division regarding management of the Victim Compensation Fund
- Interfaces with probation officers regarding minors' work schedules related to R.A.P. and their participation in the C.R.E.W. and Alternative programs.
- Performs quality checks on C.R.E.W./R.A.P., and Alternative R.A.P. payouts semi-monthly with the Finance Division.
- Compiles and reviews statistical and financial data concerning C.R.E.W. program operations

- Completes inter-agency work agreements' billing and documentation, and prepares monthly invoices as necessary.
- Enters C.R.E.W., C.R.E.W./R.A.P., and Alternative R.A.P. community restitution hours into a tracking system.
- Monthly reconciles the Victim Compensation Fund balance provided by the Finance Division.
- Uses problem solving techniques to resolve issues and respond to inquiries relating to C.R.E.W. operational procedures.
- Assists in the implementation and evaluation of program goals and objectives as they relate to data management issues.
- Assist C.R.E.W. Unit Supervisor with special projects.
- Interface with Detention Medical Unit regarding clearances for detainees to participate in C.R.E.W. work release
- Orders needed supplies for unit through an online ordering process
- Compose entries to program consequence/medical information log.
- Operates various office equipment, including computers, facsimile machines, photocopiers and calculators
- Provides periodic training as it relates to C.R.E.W. programs and procedures.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Identify issues that may preclude or limit youth's C.R.E.W. participation
- Quality-check CREW/RAP payouts semi-monthly with RAP Coordinator
- Provide up-to-date Victim Compensation Fund information to C.R.E.W. Unit Supervisor and Assistant Division Director.
- Design, develop and deliver presentations and specialized training as it relates to C.R.E.W. sign-up and operation procedures as requested
- Provide input to C.R.E.W. Unit Supervisor to assist in the development and evaluation of program goals and objectives as they relate to data management issues.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have knowledge of programs, services, forms, work processes, and court procedures in support of probation requirements for juveniles.
- Must have knowledge of general office procedures, legal documents, record keeping, filing, and retention practices in a professional office environment.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have knowledge of research techniques, creating reports, and preparing letters, memorandums, and other business correspondence.
- Must have the skills to design and incorporate complex calculation formulas in Microsoft Excel.
- Must have the skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier and a calculator.
- Must have clerical skills in data entry, typing, editing, filing, purging legal forms and

documents, and setting priorities to meet established goals and deadlines.

- Must have the ability to communicate effectively with court employees, employees from other courts and counties and the public.

MINIMUM QUALIFICATIONS:

A High School diploma or equivalent GED certificate and four years of administrative support/clerical work experience and/or work experience in a professional office environment. OR any equivalent combination of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

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 Community Services Coordinator. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 08/01/02
Revised: 12/14/04, 07/01/05, 10/26/07, 6/11/09; 03/03/14

Approved by: _____
Hiring Authority Date

Deputy Director, Human Resources Date