

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: DMC/JDAI Support Specialist

Job Code: 8011

Pay Grade: 35

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

This classification is responsible for providing general administrative support to the Disproportionate Minority Contact/Juvenile Detention Alternatives Initiative (DMC/JDAI) Coordinator and program. This classification is required to coordinate, monitor and participate in a variety of specialized paraprofessional tasks.

ESSENTIAL FUNCTIONS:

- Provides support to the DMC/JDAI Coordinator in day-to-day activities.
- Monitors and updates DMC/JDAI calendar and other scheduling activities and insures that appropriate parties are informed.
- Participates in the scheduling, coordination and facilitation of day/evening DMC/JDAI related events, which requires interaction with court staff, stakeholders, and the public.
- Records and transcribes minutes of meetings and distributes them to the appropriate personnel.
- Copies and distributes various types of documents, correspondence, memoranda, agendas, handouts and other related materials.
- Compiles survey and statistical data and performs data entry in preparation of periodic and special reports.
- Conducts relevant searches and interfaces with automated information and Internet systems to provide updates and/or add links to existing DMC/JDAI web site.
- Assists in the processing of expenditures related to the DMC/JDAI budget and obtains monthly updated budget balances.
- Provides general information to various program-related types of inquiries from court staff, the public, and other agencies.
- Operates various office equipment such as computer terminals, personal computers, facsimile machines, photocopiers and calculators.
- 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 court organization and structure, operations, rules and procedures.

- Must have knowledge of office procedures and practices to include recordkeeping.
- Must have knowledge of office equipment and software such as Word, Outlook, Excel, JOLTS and basic web-based programming.
- Must have knowledge of principles and practices of effective time management.
- Must have knowledge of business English including grammar and punctuation.
- Must have knowledge of principles and techniques of effective communication, both written and oral.
- Must have a basic understanding of statistical reports.
- Must have knowledge of the principles of DMC/JDAI Initiative.
- Must have skill in researching, verifying and compiling data.
- Must have skill in filing and typing documents and correspondence.
- Must have skill in performing data entry and verifying information.
- Must have skill in writing reports of a confidential nature.
- Must have skill in establishing and maintaining effective work relationships with the public, vendors, and other government agencies.
- Must have skill in arithmetic calculations.

MINIMUM QUALIFICATIONS:

An Associate's degree in Business or Public Administration or a related field and three years of experience providing administrative support. OR five years of progressively responsible paraprofessional work experience including one year of experience providing administrative support to upper-level management. OR any equivalent combination of experience, training and/or education approved by 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. Travel and overtime may be required.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the DMC/JDAI Coordinator. The incumbent performs duties under general supervision.

Date: 01/10/06

Revised: 01/25/06; 10/26/07, 5/1/09