

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Dependency Case Specialist

Job Code: 8521

Pay Grade: 55

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the supervision of the Dependency Supervisor, the Dependency Case Specialist is primarily responsible for providing oversight to specifically assigned tasks of day-to-day operations of the Dependency Unit.

ESSENTIAL FUNCTIONS:

- Provides oversight to the dependency case support specialists who facilitate dependency unit prehearing conferences. Assist with the review of court reports and dependency petitions, helps to make assignments of specialists and conference rooms for prehearing conferences.
- Acts as a resource for support staff in the dependency unit to ensure communications regarding dependency cases, prehearing conferences are scheduled efficiently, reports to supervision and judges are accurate and timely, and questions are responded to with clear interpretation.
- Ensures the equitable distribution of new dependency cases to contracted legal counsel.
- Assists with the calendaring of dependency cases.
- Assist with the development and presentation of training to address specific dependency issues and new processes as a result of new legal or policy changes.
- Attends Dependency court hearings as appropriate to support and/or train specialists.
- Interfaces with Child Protective Services (CPS) Case Managers, counsel from the Attorney General's Office and contract attorneys regarding dependency cases.
- Initiates problem solving and critical thinking techniques to the conditions of difficult dependency cases.
- Serves as a source of information to the bench, bar and CPS on the court's dependency process.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Attends Model Court Working Committee meetings to provide information and/or input on the dependency process.
- Assists with the oversight of the Dependency Unit in the absence of the Supervisor, Dependency.
- Assists in the grant writing process by gathering data, assist with the generation of reports as appropriate.

- Coordinates with employees from the Information Technology Division to create reports on dependency data.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have some knowledge of court practices and procedures as they pertain to dependency.
- Must have some knowledge of services and functions in a juvenile justice system, foster care, neglect and/or child abuse issues.
- Must have some knowledge or reference to laws, rules, regulations and standards as they relate to child welfare issues.
- Must have knowledge of business English, grammar, punctuation, and spelling.
- Must have the skills to operate computers and use Microsoft Office software and windows based programs.
- Must have ability to research, collect, and analyze pertinent information, and develop sound recommendations.
- Must have ability to enlist and maintain effective working relationships with coworkers, judges, division management, and contracted attorneys.
- Must have ability to effectively communicate with coworkers, judges, division management, contracted attorneys, clients, family members of clients, representatives from community agencies, and the general public.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in a behavioral/social science or a related field and two years of child welfare, social services, or behavioral health related experience. OR any equivalent combination of experience, training and/or education approved by Human Resources. Experience may include probation, CPS, or other court or social services agency.

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 Supervisor, Dependency. The incumbent performs duties under general supervision and has no supervisory responsibilities. Will assist the supervisor to oversee and coordinate the completion of prehearing conferences.

Date: 11/22/04
Revised: 09/2005, 10/26/07