

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Dependency Case Support Specialist
Job Code: 8523
Pay Grade: 39
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Under the supervision of the Dependency Supervisor, this position facilitates pre-hearing conferences, manages dependency cases for assigned judges, including courtroom assistance, and participates in the coordination of division functions.

ESSENTIAL FUNCTIONS:

- Facilitates preliminary hearing conferences to determine agreement on issues of placement, visitation, and services.
- Applies reasoning and analytical skills in interpreting data.
- Prepares dependency files, including defining multiple case issues, coordinates paperwork on concurrent dependency and delinquency cases and assures proper handling of services.
- Processes assigned dependency cases (including quality control related to entries): case tracking, computer forms, assurance of proper notice to absent parties and coordination of information on appointment of counsel.
- Assists assigned judge in the courtroom, performing specified tasks to enhance the efficient operation of the courtroom and orderly case flow.
- Interfaces with the judge, clients, and professional staff to coordinate scheduling issues, past due reports, and messages.
- Attends Model Court Working Committee meetings, unit meetings and others as required.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of court organization, structure, operations, rules and procedures.
- Must have knowledge of office procedures and practices.
- Must have knowledge of principles and practices of time management, to include time constraints and deadlines.
- Must have knowledge of business English, grammar, punctuation, spelling, and a strong mathematical aptitude.

- Must have skill in interacting professionally with the public and agency representatives in high-pressure situations.
- Must have skill in ability to concentrate in noisy surroundings/environment.
- Must have skill in using sound reasoning and problem solving skills.
- Must have skill in managing a challenging or heavy workload.
- Must have skill in filing and typing forms, documents and correspondence.
- Must have skill in performing data entry and verifying information.
- Must have skill in handling reports of confidential nature.
- Must have skill in operating a variety of computer applications and office equipment.
- Must have skill in establishing and maintaining effective work relationships.
- Must have skill in communicating effectively, both written and oral.

MINIMUM QUALIFICATIONS:

A high school diploma or G.E.D. certificate and three years of clerical and/or data entry experience providing support and coordination for a function or activity in the field of child welfare, social work, or related areas. OR an Associate’s degree (a minimum of 60 semester hours may substitute for the degree requirement) from an accredited college or university and one year of experience in the field of child welfare, social work, or related areas. 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.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Supervisor, Dependency. The incumbent performs duties with general supervision and has no supervisory responsibilities.

Date: 08/01/02
Revised: 11/22/04, 08/01/05, 10/26/07; 04/08/10

Approved by: _____
Hiring Authority

Date: _____

Deputy Director, Human Resources

Date: _____