

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Dependency Data Specialist

Job Code: 8517

Pay Grade: 41

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Performs administrative support duties for the Dependency Unit including data entry, data verification, and report generation of information stored in the JOLTS system on dependency cases. Performs detailed data entry from forms and verifies the accuracy of a large amount of data from minute entries and dependency case forms and files.

ESSENTIAL FUNCTIONS:

- Reviews minute entry orders and codes, enters, updates, retrieves, and proofreads data using automated and manual information systems. Reviews all materials received for accuracy and completeness.
- Searches for, retrieves, and provides information on case disposition to concerned parties using both manual and automated systems and determines further actions as required.
- Compiles statistical data concerning dependency case activities and prepares periodic and special reports.
- Generates and reconciles annual, quarterly, judicial caseload, motions, and reactivation statistical reports and generates program and ad hoc reports.
- Reviews data files to insure completeness of records and contacts appropriate agencies or parties to verify information and obtain missing data.
- Coordinates work activities, such as material accuracy, missing case data, and generating reports with other court units and/or divisions.
- Establishes and maintains routine and complex filing systems within the work unit.
- Indexes, classifies, codes and files records, reports and various documents.
- Responds to public and staff inquiries concerning work unit procedures, policies, activities and services, and researches information as needed.
- Prepares and maintains automated systems/operations documentation and reports.
- Assists developers in testing/implementing new systems/applications in automated systems.
- Establishes priorities and meets assigned deadlines for production work and makes appropriate recommendations.
- Generates and reviews data exception reports and other types of reports, identifying and correcting discrepancies.
- Attends quarterly Dependency and Model Court meetings.
- Works in conjunction with IT to ensure adequate and timely dependency data collection.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- May assists judges in court, docketing case information into computer.
- Identifies and analyzes breakdowns in information flow to avoid repeat discrepancies.
- Works with Dependency Supervisor in planning and coordinating county, state and national conferences and trainings.
- Trains and instructs staff and users in the operation and use of database.
- Receives visitors and telephone calls, determines nature of business, and refers to the appropriate division, section, or individual.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and practices of research and data analysis.
- Must have knowledge of office procedures and practices, such as time management and work in accordance to deadlines.
- Must have knowledge of Microsoft Office software such as Word, Outlook and Excel.
- Must have knowledge of business English, grammar, punctuation, spelling, and a strong mathematical aptitude.
- Must have some knowledge of court organization, some legal terminology, and processes.
- Must have skills in creating formatted reports and process information of confidential nature.
- Must have skill in operating office equipment, typing forms, documents, and correspondence.
- Must have the ability to effectively communicate with coworkers, court staff, division supervision, and the general public.

MINIMUM QUALIFICATIONS:

An Associate's degree (a minimum of 60 semester hours may substitute for the degree requirement) from an accredited college or university and two years computer data entry or computer experience involving preparation and processing of documents. Or any equivalent amount of experience, training and/or education approved by Human Resources. Relevant education may be substituted for a portion of the aforementioned experience.

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.

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