

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Dependency Intake Support Specialist

**Job Code:** 8519

**Pay Grade:** 39

**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Under the supervision of the Supervisor, Dependency this position provides administrative support to coordinate the scheduling of new dependency hearing and contacting the appropriate parties to attend the hearings.

### **ESSENTIAL FUNCTIONS:**

- Responds to incoming phone calls and emails from Child Protective Services (CPS) to schedule hearings, in accordance to legal timelines.
- Receives information on new dependency cases from CPS staff and completes intake forms.
- Interacts with the Clerk's Office to retrieve a copy of the Petition for Hearing, ensures all petitions and file information is complete, and forwards copies of the case information to attorneys, and appropriate coworkers.
- Reviews intake forms, and petitions to determine the completeness and accuracy of information and to insure adherence to established departmental procedures.
- Researches history of cases in JOLTS database system to verify and/or make corrections to forms and files of current/new clients. Gathers and/or retrieves information from manual or automated systems.
- Notifies attorneys, CPS, Assistant Attorneys General, and Juvenile Probation Officers of court hearing dates and times through phone calls and email.
- Assigns contract attorneys as court appointed counsel for parents and children in new dependency cases.
- Receives photocopies and distributes dependency petitions, court reports, case plans and attachments to all interested parties in a timely manner.
- Works closely with all dependency contract attorneys and CPS to ensure compliance with Arizona Statutes regarding new dependency petitions and PPH, especially adherence to timelines.
- Accesses the Court Calendar for judges to sets Preliminary Protective Hearings (PPH).
- Makes decisions based on extenuating factors in new dependency cases as to judicial assignment, needed time for hearings, and attorney assignment.
- Processes all private petitions as ordered by assignment judge and follows protocol procedures.

- Prepares requisitions, purchase orders, claims, funds transfer documents and routine correspondence.
- Responds to public and staff questions, which require explanation of County or Departmental rules and policies.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Assists with information processing activities within the work unit.
- Acts as departmental coordinator for internal support activities, such as maintaining supply inventory.
- Establishes and maintains specialized files and reference libraries.
- Compiles data and makes computations and prepares special administrative studies and reports.
- Works closely with judicial staff on dependency matters.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have some knowledge of court and/or office organization, structure, operations, rules and procedures.
- Must have knowledge of office equipment and Microsoft Office software such as Word, Outlook, and Excel.
- Must have knowledge of principles and practices of time management, to include time constraints and deadlines.
- Must have strong skills in business English, grammar punctuation, spelling, and mathematical aptitude.
- Must have the skills to interact professionally with the public and agency representatives in potentially stressful situations.
- Must have the ability to use sound reasoning and problem-solving skills, prioritize work, and maintain a challenging workload.
- Must have the ability to communicate effectively with coworkers, agency representatives, court management, judges, lawyers, and the public.

**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:**

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. Performs duties under general supervision and has no supervisor responsibilities.

Date:

Revised: 11/22/04, 08/01/05, 10/26/07, 04/16/09; 04/08/10

Approved by:

\_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director, Human Resources

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Date