

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Detention Support Assistant

Job Code: 8607

Pay Grade: 31

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Performs a variety of clerical duties and some administrative tasks in support of detention functions and processes, requiring knowledge of policies, rules, procedures, software programs, organizational objectives and time constraints. Performs work in accordance with established procedures and responds to requests for assistance by following division policies and procedures.

ESSENTIAL FUNCTIONS:

- Reviews time sheets for completed information and signatures, ensures that all time sheets have been submitted, may have to reconcile discrepancies with supervisors, and prepares summarized time sheet information for transmittal to payroll.
- Data enters employee usage of leave time data into a Microsoft-Access database and generates a report every quarter of the fiscal year.
- Prepares, maintains, updates, and files forms and materials into division level employee personnel files.
- Provides clerical support for detention activities and processes, such as position recruitments, employee training sessions, and support for the retention supervisor.
- Ensures that all forms used in the division are revised and/or updated and available as needed.
- Receives Detention Incident Reports (IR's), enters and categorizes data from IR's and prepares periodic and special reports using spreadsheet software, photocopies and disseminates copies of IR's, and maintains a file of original IR's.
- Receives statistical data concerning juvenile detainees, data enters the information into a database, and generates reports for distribution.
- Assists supervisory/managerial employees with the drafting of new policies and procedures, using Microsoft Word, and with revising and updating existing policies and procedures.
- Creates flow charts as needed and maintains filing systems of past and present policies and procedural manual changes, ensuring all detention staff has received a copy, read, and signed-off on all manual changes.
- Sorts and distributes division's mail, maintains stock of various supplies, and answers incoming telephone calls.

- Operates various office equipment, such as a typewriter, personal computer, facsimile machine, photocopier, and calculator.

ADDITIONAL DUTIES and RESPONSIBILITIES:

- Provides instruction to new staff regarding the completion of a time sheet.
- Maintains a current video training library for division staff's availability.
- Coordinates work activities with other court and division support staff.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of general office procedures in a professional office environment.
- Must have knowledge of record-keeping, retention, and record filing practices.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have skills in data entry, typing forms, correspondence, proofreading and editing documents, filing and purging documents, and setting priorities in the processing of documents.
- Must have skills in researching information, analyzing the information for accuracy, completeness and use in reports.
- Must have the skills to use office equipment, including desktop computer with Microsoft office software, facsimile machine, photocopier, calculator and cameras for photographs.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals internal and external to the court.

MINIMUM QUALIFICATIONS :

A High School diploma or equivalent G.E.D certificate and two years of clerical experience. Preference may be given to applicants with one year of clerical support experience in a court setting, law enforcement, probation or corrections. OR any equivalent combination of experience, training and/or education approved by Human Resources. A minimum of 21 years of age to work with and give direction to juveniles in detention.

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 Detention Office Supervisor. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 12/3/04

Revised: 01/04/2005, 07/01/05, 10/26/07; 08/22/08, 6/8/09; 04/26/10

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date