

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Detention Support Specialist
Job Code: 8609
Pay Grade: 35
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Provides administrative/clerical support to the Office Supervisor, Detention and other management employees in the detention center

ESSENTIAL FUNCTIONS:

- Provides clerical support for detention activities and processes.
- Assists with the processing of transactions with employees, purchasing, travel, and facilities management.
- Prepares requisitions, funds transfer documents, routine correspondence, memorandums, reports, operations manuals, maintains accounts and prepares other documents as required.
- Creates new or updated documents for administrators and staff.
- Ensures that all forms used in the division are revised and/or updated and available as needed.
- Audits, enters, verify product received, and sets up or distributes weekly supply orders necessary for facility operations.
- Researches and conducts price audits of product for facility purchasing.
- Audits invoices for improper charges and verifies product received with order details.
- Maintains appropriate supply levels, tracking and distribution of departmental personnel issued equipment.
- 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.
- Reviews source documents to determine completeness and accuracy of information.
- Receives and compiles statistical data concerning juvenile detainees, enters the information into a spreadsheet, and generates reports used in special administrative studies.
- Identifies documentation needed to complete data entry processes and locates same by researching court or department records.
- Researches historical information to verify and/or make corrections to records.
- Assists supervisory/managerial employees with the drafting of new policies and procedures, using Microsoft Word, and with revising and updating existing policies and procedures.

- Maintains filing systems of past and present policies and procedural manual changes, ensuring all detention staff has received a copy, read, and acknowledged receipt of all manual changes.
- Gathers or retrieves information from manual or automated systems.
- Sorts and distributes division's mail, maintains stock of various supplies, and answers in-coming telephone calls.
- Responds to questions or problems requiring explanation of county or department rules and policies.
- Operates office equipment, such a computer terminals, personal computers, facsimile machines, photocopiers, calculators, scanners, and typewriters.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of general office procedures in a professional office environment, record keeping and retention practices, 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 in forms, correspondence, proofreading and editing documents, filing and purging documents, and setting priorities in the processing of documents.
- Must have skills related to research techniques, data analysis and report writing.
- 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 three years of administrative/clerical work experience in a professional office environment. Preference may be given to applicants with one year of supply acquisition and reconciliation, or 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:

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 Detention Office Supervisor. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 07//1994

Revised: 12/30/2004, 07/05, 10/26/07, 6/8/09, 09/09/09, 04/26/10, 09/04/12, 10/01/14

Approved by:

Hiring Authority

Date

Deputy Director, Human Resources

Date