

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Executive Secretary to the Court Administrator

**Job Code:** 8020

**Pay Grade:** 49

**FLSA Status:** Non-exempt DRAFT



### **PURPOSE OF CLASSIFICATION:**

Provides administrative and secretarial support to the Juvenile Court Administrator and the Deputy Court Administrator. Supervises administrative support employees, who support court administration and select work activities for division directors.

### **ESSENTIAL FUNCTIONS:**

- Coordinates activities involving funding agreements. Receives budget modifications and addendums to funding agreements and coordinates with the Finance division and the Administrative Office of the Courts (AOC) the necessary changes. Receives funds (checks) on behalf of the court and forwards to Finance.
- Serves as the point of contact for employees internal to the court to meet with or speak to the court and deputy administrators and those external to the court, such as the public, attorneys, community leaders, and court officials in other jurisdictions. Coordinates meeting schedules, appointments, receptions, travel, and conferences for both administrators.
- Supervises an administrative assistant position, which provides administrative and clerical support to court administration and court division directors. Provides goals and direction, reviews the work performed, provides performance feedback, appraisals, counseling, coaching, and authorizes time and attendance.
- Coordinates the release of confidential juvenile records responding to a variety of requests. Prepares cover letters to accompany the records package, calculates the costs of reproduction and delivery, and monitors the transaction to ensure that the release is in accordance with the appropriate laws and procedures and payment is received.
- Monitors credit card account balances and statements used by the Juvenile Court Director and Deputy Court Administrator for travel, lodging, and per diem purchases. Authorizes reservations in advance with the credit cards and reconciles charges to receipts on a monthly basis.
- Initiates regular and ad hoc reports, composes correspondence, memoranda and other materials of a confidential nature.
- Collaborates with the Clerk of Court and Probation division employees to transfer the case files of juveniles between county jurisdictions within the State of Arizona. Transfers must be in compliance with rules of procedure for Juvenile Court, Rule 20 and often times requires added research of missing information, incomplete forms, signatures on forms, logging in/out of case assignments, and other informational items.

- Receives work in the form of projects and coordinates to completion those project assignments. Projects usually have expected outcomes, and the executive assistant is responsible to determine the appropriate process for completion, following all applicable laws, rules, and procedures, performing any necessary research, interfacing with employees and divisions as necessary to complete the project, and seeking final approvals.
- Assists in the development and/or update of court information in the form of publications such as the annual report, reports to AOC and funding agencies, and the State Bar Association telephone directory.
- Responds to requests for information, policy and/or procedural explanations, and a variety of requests from judges, attorneys, staff, and the public. Responses require some research, tactful and diplomatic replies, verbal and written responses.
- Coordinates the accurate accounting of time and attendance for employees who report to the Juvenile Court Director and Deputy Court Administrator. Collects timesheets, obtains signatures, reviews timesheets for completeness, coordinates corrections, and tracks sick and vacation hour balances.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Participates on various court committees and meetings to represent court administration and to contribute as a court employee.
- Annually, coordinates the selection process to select four employees to represent Juvenile Court in the statewide competition of the Chief Probation Officers Association Awards (CPOA). After the selections and submittal to the statewide committee, other actions include the coordination of a local luncheon, writing a newsletter article, preparing certificates, and preparing travel arrangements and other logistics for nominees to participate at the statewide competition.
- Performs other related projects and duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge and understanding of court organization and structure, operations, rules, procedures, public sector organization and operational functions, office procedures and practices.
- Must have knowledge of business English, grammar, punctuation, spelling, a strong mathematical aptitude, data entry, and problem solving skills.
- Must have knowledge of Microsoft office software such as Word, Outlook, Excel, and Power point.
- Must have skills to prioritize, organize documents and files, for time management of projects, to conduct research, compile data, compose written correspondence and reports, and maintain information confidentially.
- Must have the skills to operate office equipment such as photocopier, facsimile machine, calculator, overhead projectors and desktop computer.
- Must have the ability to communicate effectively with a large variety of court employees, vendors, lawyers, officials from external agencies and the general public.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent GED Certificate and five years of progressively responsible administrative and secretarial work experience for management or higher level administrator level employees. 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 Juvenile Court Administrator. The incumbent performs duties under general supervision and has supervisory responsibility for an administrative assistant position.

Date: 08/01/02  
Revised: 12/20/04; 07/2005; 10/26/07; 12/19/08; 04/01/10

Approved by:	_____	_____
	Hiring Authority	Date
	_____	_____
	Deputy Director, Human Resources	Date