

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Family Drug Court Support Specialist

Job Code: 8535

Pay Grade: 35

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Provides administrative and clerical support to the Family Drug Court Supervisor and the Family Drug Court staff. Provides reception and customer service for the drug court unit.

ESSENTIAL FUNCTIONS:

- Performs duties such as answering telephone calls, processing incoming and outgoing mail, copying and distributing materials, faxing, filing and shredding of office correspondence and materials.
- Maintains spreadsheets regarding drug court clients, potential clients and former clients. Generates reports from Microsoft Excel and Access when requested.
- Processes incoming and outgoing disclosures from/to Child Protective Services (CPS).
- Tracks the drug court observer information and runs reports when requested.
- Obtains signatures on paperwork from CPS and attorneys on behalf of clients who are joining the drug court program. When requested, informs CPS of the status of potential and current clients in the drug court program.
- Responds to public and staff inquiries regarding drug court program procedures, forms and miscellaneous items.
- Provides necessary information from the family drug court database to the drug court evaluator. Obtains information from JOLTS as needed.
- Attends monthly unit and administrative meetings to take minutes to create an official record and distributes it to all team members. Attends quarterly drug court stakeholders meetings to provide input. Assists in preparing the weekly staffing agenda.
- Performs as the unit coordinator for activities such as purchasing equipment and supplies, requesting facility repairs, problems with computers in the unit, or other such issues that may occur.
- Submits petty cash requests, mileage reimbursement requests and invoices to the accounting department.
- Prepares timesheet reports for the supervisor's approval and submits the reports and timesheets to payroll.
- Prepares and mails correspondence to FDC alumni as requested. Updates and maintains contact information for drug court alumnus.

- Makes necessary arrangements for drug court staff to attend training courses, including making out-of-town arrangements when needed.
- Maintains an inventory of forms, office supplies and submits orders to replenish supplies.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Schedules interested court employees, client family members, attorneys or others for various family drug court related training sessions.
- Serves on relevant Model Court Working Committee subcommittees when requested.
- Makes appropriate recommendations for operational improvements as related to administrative support.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of general office procedures in a professional office environment, knowledge of legal documents, 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 legal forms, correspondence, proofreading and editing documents, filing and purging documents, and setting priorities in the processing of legal documents.
- Must have skills in researching information, analyzing the information for accuracy, completeness and use in reports, or forwarding it on to officers.
- Must have skill in the use of 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 REQUIREMENTS:

A high school diploma or equivalent G.E.D certificate and three years of administrative/clerical work experience in a professional office environment. OR any equivalent 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 of up to 20 pounds.

DISTIGUISHING CHARACTERISTICS:

This is a classified position that reports to the Family Drug Court Supervisor. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 12/19/06

Revised: 6/8/09