

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Office Supervisor

**Job Code:** 8108

**Pay Grade:** 45

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

This position is responsible for supervising, planning, directing and coordinating the administrative support personnel and functions of a work unit. Supervision responsibilities include participating in the recruitment and selection of personnel, employee goal setting and performance evaluation, interpretation of policies and procedures, directing the daily work functions, and overseeing work processes and the quality of work performed.

### **ESSENTIAL FUNCTIONS:**

- Supervises and coordinates the overall clerical and support activities of the Probation Division, answers inquiries and provides information regarding the functions of the work unit.
- Evaluates employee performance, participates in hiring processes, and recommends termination or disciplinary action.
- Acts as departmental coordinator for internal support activities such as personnel, purchasing, travel, and facilities management.
- Assists in preparing departmental budget and monitors financial activities during the fiscal year.
- Prepares requisitions, purchase orders, claims, funds transfer documents, routine correspondence, memos, reports and operations manuals.
- Maintains accounts and prepares other documents as required.
- Assigns, reviews and evaluates the work of clerical staff.
- Interprets, codes, and classifies information from various source documents.
- Researches historical information to verify and/or make corrections to records.
- Reviews source documents to determine completeness and accuracy of information and to ensure adherence to established departmental procedures and outside agency guidelines.
- Establishes and maintains specialized files and reference libraries.
- Audits invoices/claims against improper charges or duplicate payments.
- Assists in the development of new operating procedures and changes to master files.
- Oversees work unit functions, monitors workload distribution and data entry issues.
- Prepares training materials and operations manuals for departmental staff.
- Conducts and participates in team meetings.

- Prepares and monitors support staff work schedules.
- Assists with information processing activities within the work unit.
- Gathers or retrieves information from manual or automated systems.
- Compiles data and makes computations used in the preparation of special administrative studies and reports.
- Acts as unit or departmental representative to various committees or working groups.
- Creates and maintains new records and client files and enters/retrieves information.
- Reviews case files to ensure completeness and accuracy.
- Responds to questions or problems which require explanation of county or departmental rules and policies.
- Reviews material received and initiates case file paperwork for Probation, County Attorney, Public Defender, Court Clerk and agency providers.
- Participates as a member of the Probation Supervisory Team.
- Develops training programs and trains staff in unit on general office procedures and policies.
- Develops and implements new or revised procedures and identifies operational problems.
- Monitors unit computer and data management systems and recommends and assists in the development of software updates, changes, and equipment needs.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles and practices of effective supervision, office practices and procedures regarding the maintenance of budgets, purchasing, record-keeping, and preparing reports.
- Must have skills in research techniques, planning, organizing, and coordinating support functions in an office setting; supervising, training and evaluating clerical staff; and establishing effective methods of department communications.
- Must have knowledge of business English, spelling, grammar and punctuation and competency in the operation of desktop computer and programs such as word processing, spreadsheets, and email.
- Must have strong team-building skills and the ability to work independently or in a team environment.
- Must have ability to effectively communicate with a variety of employees, judicial staff, court administration, agencies/vendors, and the general public.

**MINIMUM QUALIFICATIONS:**

A High School diploma or equivalent G.E.D. certificate and four years of progressive administrative support experience in an office setting with a minimum of one year of experience in a lead or supervisory position. Or any equivalent amount of experience, training, and/or education approved by Human Resources.

**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 a Probation Division Director. This position performs duties under general supervision and supervises the work of an administrative support staff.

Date: 07/01/94  
Revised: 12/28/04; 10/07/05, 10/26/07, 6/15/09

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Hiring Authority  
  
\_\_\_\_\_ Date \_\_\_\_\_  
Deputy Director, Human Resources