

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Probation Support Assistant – Juvenile Intensive
Probation Services (JIPS)

Job Code: 8158

Pay Grade: 31

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Performs administrative and clerical work in support of probation and surveillance officers and supervisors in the supervision of juvenile probationers. Provides assistance with the receiving of new case files, completing appropriate forms for officers, updating case files, tracking data and creating standard and adhoc reports.

ESSENTIAL FUNCTIONS:

- Identifies and seeks documentation needed to complete data entry.
- Transcribes from electronic dictation and prepares legal reports, correspondence and forms.
- Provides clerical support by creating files for Court and distributes copies of reports.
- Generates Service Referral and Authorization Forms (SRAF) for JIPS placements.
- Compiles statistical data concerning unit operations and prepares periodic and special reports.
- Provides customer service by answering phones, screening, forwarding calls and responding to inquiries.
- Gathers information, prepares legal documents, types legal forms, correspondence, documents, depositions, and ensures legal requirements and deadlines are met.
- Operates office equipment, such as computers, facsimile machines and photocopiers.
- Reviews received materials, creates files and initiates appropriate documents.
- Creates and maintains new records, client files and inputs/retrieves information using computer automated systems.
- Searches for, retrieves and provides information on case disposition to concerned parties using both manual and automated systems and determines further action as required.
- Types minutes for JIPS team meetings.
- Reviews case files and insures completeness of records, contacts appropriate agencies or parties to verify information and obtains missing documents or information.
- Conducts computer searches to obtain or validate information such as prior criminal histories.
- Coordinates work activities with other sections or divisions.
- 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 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 forms, correspondence, proofreading and editing documents, filing and purging documents, and setting priorities in the processing of documents.
- Must have skills to research information, analyze the information for accuracy, completeness and use in reports or forwarding on to officers.
- 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 administrative/clerical work experience in a professional office environment. OR any equivalent experience, training and/or education approved by Human Resources. Successful completion of relevant legal coursework may substitute for up to six months of the legal experience.

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

Date: 7/8/97,
Revised: 12/15/04, 07/01/05, 10/26/07, 5/18/09