

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Probation Support Assistant – Placement Team

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, and transferring or terminating case files.

ESSENTIAL FUNCTIONS:

- Gathers information, prepares legal documents, types legal forms, correspondence or documents, and ensures legal requirements and deadlines are met.
- Generates Service Referral and Authorization Forms (SRAF) for placements.
- Prepares and distributes notes from Placement Staffing.
- Prepares and distributes CMDP applications for placements.
- Reviews and distributes educational vouchers for placements.
- Updates service provider directory.
- Conducts computer searches to obtain or validate information such as prior criminal histories, asset information, credit histories, financial assets, places of residence and employment using various restricted access resources.
- Reviews materials received, initiates paperwork and creates files.
- Transcribes interviews and chronological updates from electronic dictation, prepares court reports, correspondence and forms.
- Searches for, retrieves and provides information on case disposition to concerned parties using both manual and automated systems and determines further action as required.
- Establishes and maintains calendars of caseloads in regard to victim notification and response times on pending litigation.
- Compiles statistical data concerning unit operations and prepares periodic and special reports.
- Processes motions for continuance, suspension or dismissal through the court system.
- Reviews case files to insure completeness of records and contacts appropriate agencies or parties to obtain and verify information and documents.
- Coordinates work activities with other sections or divisions.
- Creates and maintains new records and client files and inputs/retrieves information using computer automated system.

- Assists Probation Officers in case management and closure by quality control of computer panels.
- Operates office equipment, such as computers, facsimile machines, photocopiers and calculators.
- Attends unit team meetings and prepares minutes.
- 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 aforementioned 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: 07/08/97

Revised: 11/17/04, 07/01/05, 10/26/07, 5/18/09