

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Probation Support Specialist – Community Renewal and Enrichment through Work (C.R.E.W.)

Job Code: 8160

Pay Grade: 35

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Performs administrative and clerical duties providing support services to operational requirements of a juvenile court community service program (C.R.E.W.). Responsibilities include the coordination of referrals and data processing related to a juvenile's compliance in meeting community service and restitution conditions through participation in the C.R.E.W. program.

ESSENTIAL FUNCTIONS:

- Assures C.R.E.W. referrals are received, completed and accurately entered into JOLTS database.
- Verifies the accuracy of data entry, identifies and corrects data discrepancies.
- Uses problem solving techniques to resolve issues with data and responding to inquiries.
- Assists with the development of techniques to provide accurate and thorough documentation of data relating to C.R.E.W. program needs.
- Develops methods of evaluating and facilitating effectiveness of C.R.E.W. program data management procedures.
- Compiles and reviews statistical and financial data of C.R.E.W. program operations.
- Completes the inter-agency work agreements' billing and documentation.
- Interfaces with Restitution Coordinator and the Finance Division regarding management of the Victim Compensation Fund.
- Monitors scheduling of RAP minors participation in the C.R.E.W. program and coordinates the timely receipt of compensation to victims.
- Assist in the implementation and evaluation of program goals and objectives as they relate to data management issues.
- Assists C.R.E.W. unit supervisors with special projects.
- Assures online sign-up lists are complete and accurate.
- Interfaces with Detention Medical Unit regarding clearances for detainees.
- Manages scheduling of RAP minors participating in the C.R.E.W. program.
- Maximizes ratio of RAP spaces based on daily registrations by probation/ IPS.
- Interfaces with RAP Coordinator and probation officers regarding minors' work schedules related to RAP and their participation in the C.R.E.W. program.

- Performs quality-checks on CREW/RAP payouts semi-monthly with RAP Coordinator.
- Monthly reconciles the Victim Compensation Fund balance provided by the Finance Division.
- Prepares monthly invoices and cost transfers as necessary.
- Orders needed supplies for unit through an online ordering process.
- Enters C.R.E.W. or RAP community service hours onto a tracking system.
- Composes entries to program consequence/medical information log.
- Operates office equipment such as computers, facsimile machines, photocopiers and calculators.
- Delivers group presentations and specialized training as it relates to C.R.E.W. programs and procedures.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have knowledge of probation programs, services, forms, work processes, and court procedures in support of probation for juveniles.
- Must have knowledge of general office procedures, legal documents, record keeping, filing, and retention practices in a professional office environment.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have knowledge of research techniques, creating reports, and preparing letters, memorandums, and other business correspondence.
- Must have the skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier and a calculator.
- Must have clerical skills in data entry, typing, editing, filing, purging legal forms and documents, and setting priorities to meet established goals and deadlines.
- Must have the ability to communicate effectively with court employees, employees from other courts and counties and the public.

MINIMUM QUALIFICATIONS:

A High School diploma or equivalent GED certificate and three years of administrative support/clerical work experience and/or data entry work experience in a professional office environment. 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 C.R.E.W. Unit Supervisor. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 08/01/02

Revised: 12/14/04, 07/01/05, 10/26/07, 6/11/09