

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Probation Support Specialist - Intake

**Job Code:** 8160

**Pay Grade:** 35

**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Provides administrative support to juvenile probation programs and provides direct support to a probation office supervisor and juvenile probation officers. Provides administrative support with the processing of case file information, completing appropriate forms, and related clerical functions.

### **ESSENTIAL FUNCTIONS:**

- Assists with the processing of unit transactions, such as those involving personnel, purchasing, travel, and facilities management.
- Assists in preparing unit budget requests and adjustments for the fiscal year.
- Prepares requisitions, purchase orders, claims, funds transfer documents, routine correspondence, memos, reports, operations manuals and maintains accounts and prepares other documents as required.
- Acts as information processing liaison with technical computer staff and department users.
- Interprets, codes, and classifies information from various source documents.
- Reviews received material and initiates case file paperwork for Probation, County Attorney, Public Defender, Court Clerk and agency providers.
- Researches historical information to verify and/or make corrections to records.
- Researches security-sensitive databases and records for criminal background information.
- Reviews source documents to determine completeness and accuracy of information and to insure adherence to established departmental procedures.
- Establishes and maintains specialized files and reference libraries.
- Prepares and maintains records for various security-sensitive databases/agency audits.
- Creates and maintains new records and client files and enters/retrieves information using various computer systems and databases.
- Assists in the implementation of new operating procedures and changes to master files.
- Identifies missing information needed to complete data entry processes and locates the information by researching court, legal, or departmental records.
- Assists with information processing activities within the work unit.

- Gathers or retrieves information from manual or automated systems.
- Compiles data and makes computations to be used in the preparation of special administrative studies and reports.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Acts as unit representative to various committees or working groups.
- Responds to questions or problems which require explanation of county or unit rules and policies.
- Reviews case files to ensure completeness and accuracy of all forms, conditions, and completed actions.
- Operates office equipment such as computers, facsimile machines, photocopiers and calculators.
- 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 Intake/Receiving Supervisor. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 07/94

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