

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Probation Support Specialist – Juvenile Probation  
**Job Code:** 8160  
**Pay Grade:** 35  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Perform administrative and clerical duties in support of probation officers, surveillance officers, victims, juvenile probationers, and supervisors. Performs administrative support of database research, case file processing, computer input into automated files, completing forms and any other related clerical function.

### **ESSENTIAL FUNCTIONS:**

- Gathers information, prepares legal documents, types legal forms, correspondence and documents, and ensures legal requirements and deadlines are met;
- Conducts computer searches to obtain or validate information using restricted access resources;
- Reviews materials received by law enforcement, initiates paperwork and creates files and new automated database entries;
- Creates files for new victims and maintains victim files and records to ensure notifications meet agency compliance.
- Transcribes interviews and chronological updates from electronic dictation and prepares court report formats for probation officer;
- Prepares court reports, warrants, packets, correspondence and forms; prioritizes, assigns, and reviews the work for accuracy;
- 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;
- Coordinates work activities with other team support and will assist or backup when required;
- Responds to questions or problems, which require explanation of county or departmental rules and policies;
- Creates new client files, logs, and inputs/retrieves information using computer automated system; Assists probation and surveillance officers in case management and closure by quality control of computer panels;
- Operates various office equipment, such as computer terminals, facsimile machines, photocopies, and other machines as required;
- Attends unit team meetings and prepares minutes.
- Coordinates victim services information and ensures notifications to victims meet agency

compliance of cases involving victim rights mandated services.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Provides input to the Office Supervisor on issues of forms, deadlines, and/or concerns in the work unit.
- 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 G.E.D. 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 a Probation Office Supervisor. This position performs duties under general supervision and has no supervisory responsibilities.

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Date: 05/03/06  
Revised: 10/26/07, 6/11/09; 10/01/14

Approved by: \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director, Human Resources

\_\_\_\_\_  
Date