

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Administrative Assistant – Conciliation Court
Job Code: 8762
Pay Grade: 35
FLSA Status: NE



PURPOSE OF CLASSIFICATION:

Performs administrative duties and clerical functions in support of providing services to clients of conciliation court, support for the conciliation court management team, and for the professional staff. Performs tasks which include providing forms and procedural information, preparation and distribution of legal documents and correspondence, scheduling appointments, and the coordination of services to clients.

ESSENTIAL FUNCTIONS:

- Coordinates the distribution of court orders, issued under the signature of the Family Law Presiding Judge, to clients, attorneys, and to the Office of the Clerk of Superior Court.
- Greets the public and clients who come to the office, responds to questions, requests for forms, pamphlets, and responds to incoming telephone calls from clients, the legal community, community agencies, court staff, and the public.
- Responds to telephone requests from judges to establish calendar appointments, vacate division appointments, reschedule cases, and schedules clinicians to cases. Uses an automated and manual calendar to make scheduling decisions with the judges.
- Provides administrative and clerical support to the division's professional staff, such as preparing court order documents, updating automated and manual files, preparing correspondence from notes, handling information that is confidential in nature.
- Monitors the division's calendar and daily processes calendar transactions by entering data into the automated and manual division calendars. Verifies the completeness and accuracy of data input and distributes a final copy of calendars to the management team and professional staff.
- Provides administrative support to the parent education program by registering clients, scheduling clients for education sessions, verifying client attendance, preparing certificates of completion, preparing notices of attendance or non-attendance, and forwarding certificates of completion to the court file.
- Reviews incoming court orders and filings for related conciliation court services and researches the status of cases, schedules appointments with clinical staff, and updates a database to allow for tracking by the director and office manager.
- Monitors cases for time sensitive information to prepare legal documents and correspondence to ensure legal requirements and deadlines are met at the opening and closing of cases.
- Performs research and case file reviews, including inactive cases, when necessary to respond to inquiries regarding legal references, calendar events, status of services, and/or solving problems.
- Reconciles receipts to cash received by participants attending parent education classes.
- Compiles and enters statistical data and case information concerning department operations.

- Performs research and case file review, when necessary, to respond to inquiries from clients, attorneys, management, and/or division staff.
- Schedules and coordinates the appearance of language interpreters, as needed; and prepares letters to clients confirming scheduled appointments.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Delivers and retrieves court documents and related files at various court locations.
- Records and distributes minutes of department meetings, assists with various office projects, training, and office sponsored presentations.
- Monitors and maintains the inventory of office supplies and forms. Ensures office equipment is maintained, and reports malfunctioning equipment.
- Indexes, classifies, codes, files, and purges records, reports, and various documents as required.
- Assists in the general upkeep of the office appearance, including the reception work space and reports maintenance related issues to the office manager.
- Registers participants for diversity forum sessions.
- May perform other related projects and duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a general knowledge of practices and protocols typically used in a professional office environment.
- Must have the knowledge of Microsoft Windows software such as Word, Outlook, and Excel.
- Must have knowledge of business English and the accurate use of punctuation, grammar, and spelling.
- Must have skills in data entry, preparing correspondence, proofreading and editing documents, filing and purging documents, and setting priorities in the processing of assigned work.
- Must have the skills to operate a desktop computer, facsimile machine, calculator, and photocopier.
- Must have the ability to exercise good judgment when interacting with clients, judges, and making decisions that represent the court.
- Must have the ability to communicate effectively with a wide variety of superior court employees, judges, judicial staff, court leadership, clients, community agencies, and the general public.

MINIMUM REQUIREMENTS:

A High school diploma or equivalent G.E.D certificate and three years of responsible administrative support experience in a professional office environment, with preference given to a related professional legal work environment; OR any equivalent amount 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 pounds or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Office Manager in Conciliation Court. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 07/01/94

Revised: 07/14/05; 11/06/06; 09/26/08