

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Administrative Assistant – Interpreting Services  
**Job Code:** 8087  
**Pay Grade:** 35  
**FLSA Status:** Non- exempt



### **PURPOSE OF CLASSIFICATION:**

Performs a variety of administrative and clerical duties in direct support of the Director, Interpreting Services, and schedules interpreters for court cases. Performs a variety of administrative duties and performs project-type work in support of division goals and objectives.

### **ESSENTIAL FUNCTIONS:**

- Schedules court interpreters and per diem interpreters for court cases and other assignments.
- Responds to inquiries from staff and the public concerning work unit policies, procedures, activities and services and researches information as necessary.
- Composes, drafts, and finalizes correspondence, memoranda and other documents on behalf of the Director to be distributed internally and externally.
- Codes, enters, updates, retrieves and proofreads data using automated information systems and manual logs and filing systems.
- Identifies documentation needed to complete data entry processes and locates the information by researching court, legal, or departmental records.
- Retrieves and delivers documents to court divisions and county offices on a daily basis.
- Coordinates the timely completion of staff time sheets and performs a quality check of the sheets for the Director's signature.
- Assists in preparing departmental budget and monitors financial activities during the fiscal year.
- Prepares requisitions, purchase orders, operations manuals and prepares other reports and documents as required.
- Coordinates the receipt and processing of pay vouchers for per diem court interpreters and maintains a financial log of per diem costs.
- Prepares monthly and annual statistical reports on activity in the court interpreter's office.
- Provides input to process improvements for the division and documents policies and procedures to create standardization for information and services provided.
- Compiles data and makes computations used in the preparation of special administrative studies and reports.
- Identifies new interpretation and translation experts using internet, court and community contacts, and by any other research means necessary and aides in their training and orientation.
- Coordinates the workflow of requests for interpreting for staff and per diem interpreters.
- Answers incoming telephone calls in a professional and timely manner and directs calls to the appropriate staff member or other departments or courts as necessary.
- Stocks and maintains a variety of forms, supplies, and paperwork and reorders as necessary.

### **ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Establishes and maintains specialized files and libraries.
- Establishes and maintains confidential files and materials.

- Coordinates the daily work assignments for summer interns and provides work evaluation/feedback to interns.
- May perform other related tasks and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have the basic knowledge of legal processes and procedures, terminology, documentation and associated time constraints.
- Must have knowledge of business English, grammar, punctuation, spelling, and making mathematical calculations, basic report writing and research techniques.
- Must have a working knowledge of Microsoft office software such as Word, Outlook, Excel spreadsheets, PowerPoint, and other database software.
- Must have the skills to operate office equipment such as photocopier, facsimile machine, calculator, and desktop computer.
- Must have customer service skills and the ability to communicate effectively with judges and judicial staff, court staff, coworkers, per diem interpreters, community agencies, and the public.

**MINIMUM REQUIREMENTS:**

A high school diploma or equivalent GED, and three years of administrative/clerical experience involving the preparation and processing of legal documents, or providing legal clerical support in a court setting, 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 and reports to the Director, Interpreting Services. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 07/94

Revised: 10/20/03; 04/11/06