

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Administrative Assistant, Mental Health  
**Job Code:** 8023  
**Pay Grade:** 41  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Performs a variety of administrative support and clerical tasks in support of mental health court functions related to Rule 11 or other mental health proceedings including Mental Health Court (MHC). Performs various types of office procedures, including but not limited to, calendaring and scheduling, case tracking, preparing correspondence and court preparation. Performs duties with time constraints associated with the court calendar, Court Rules and Statutes, processes and enters data and coordinates a high volume of appointments.

### **ESSENTIAL FUNCTIONS:**

- Maintains and updates Mental Health Court case files and dockets.
- Processes invoices, forms and other documents related to Rule 11 and other court proceedings.
- Coordinates the scheduling of competency evaluation appointments for defendants to receive restoration to competency services, which have been found incompetent to stand trial, and for treatment of defendants when referred for proceedings under Title 36, chapter 5.
- Maintains automated files to track the Rule 11 caseload. Maintains statistics on sexually violent persons and defendants charged with capital offenses undergoing intelligence quotient (IQ) testing. Generates regular statistical reports for the court related to these defendant populations.
- Coordinates, schedules, and expedites the transfer of defendants for court ordered treatment from the jail to the Arizona State Hospital (ASH) or other restoration to competency or treatment providers and expedites their return to Pima County Jail after treatment, if in custody.
- Coordinates the transportation of respondents petitioned as sexually violent persons to and from the Arizona State Hospital.
- Prepares correspondence, memorandums, reports and other legal documents.
- Reviews case files to insure completeness of records and contacts appropriate agencies or parties to verify information and obtain missing documents.
- Creates and maintains new records and client files and inputs/retrieves information using computer systems.
- Distributes weekly notices for MHC hearings, solicits compliance/tracking reports, copies and compiles reports for MHC staffing and hearings, creates certificates and diplomas for MHC.
- Prepares the agenda and distributes the notice for monthly MHC team meetings.
- Takes notes, prepares and distributes minutes from the MHC team meetings.
- Maintains the files of defendants in MHC who are undergoing Rule 11 proceedings or SVP proceedings.
- Maintains a spreadsheet of MHC defendants in coordination with the MHC division.

- Collaborates with the Information Technology division to maintain and update information on the MHC website regarding Rule 11 proceedings.
- Maintains and updates MHC manuals, forms and the MHC team distribution list.

**ADDITIONAL RESPONSIBILITIES/DUTIES**

- Assists the Mental Health Coordinator to prepare training materials and with the logistics to implement training for agencies and/or behavioral health providers.
- Assists with the resolution of case management issues with follow-up telephone calls and documenting information gathered.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of general office procedures in a professional office environment, knowledge of legal documents, record keeping, filing and retention practices.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have skills in typing legal forms, documents, correspondence and setting priorities in the processing of legal documents and daily work schedule.
- 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 including proofreading and data entry, typing and editing documents, filing, and purging documents.
- Must have the ability to communicate effectively with office staff, other court, county and state employees, and the public.

**MINIMUM REQUIREMENTS:**

A high school diploma or equivalent GED certificate and three years of administrative support/clerical work experience and/or data entry experience in a professional office environment with a minimum typing speed of 35 words per minute. Prefer work experience with legal forms and processing in a legal environment. Any equivalent 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 Criminal Justice Mental Health Coordinator. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 03/27/06  
Revised: 02/08/07