

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Administrative Assistant to the Chief Probation Officer  
**Job Code:** 8147  
**Pay Grade:** 41  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Provides administrative/secretarial support to the Chief Probation Officer, performs office management functions which include responsibilities for maintaining and tracking calendar activities, personnel related transactions, budget and financial transactions and responds to inquiries for assistance.

### **ESSENTIAL FUNCTIONS:**

- Receives visitors or inquiries by telephone and/or email and responds to questions of policy, procedure, and division practice or division protocol.
- Coordinates with key management and/or administrative division staff to complete standard and special requests reports for division-wide compilation, the Chief's approval and submittal to court administration, finance and the Administrative Office of the Courts (AOC).
- Creates and maintains spreadsheets and files to track division activity such as drug testing, case audit reviews, performance evaluations, confidential employee related correspondence, report due dates and various other time sensitive work activities.
- Schedules and coordinates meetings for the Chief, prepares meeting agenda, often times attends meetings, takes minutes, transcribes and edits minutes for the Chief's approval and distributes minutes.
- Maintains the Chief Probation Officer's calendar and creates files to assist in the planning and execution of daily activities, such as attend meetings and receive appointments/visitors.
- Assists in the recruitment process for new employees by completing request to fill forms, assists to scheduling interviews, distributing schedules and recruitment materials and preparing offer letters.
- Assists with the compilation of numerical data, preparation of budget materials and final submission of the budget to the Finance division.
- Gathers information and supporting documents from Adult Probation office sites to calculate and document monthly safety statistics. Verifies the statistics to the corresponding incident reports and prepares a report for the Chief's review and approval.
- Takes notes and drafts letters, memorandums and correspondence, some of a highly confidential nature, for internal and external distribution.
- Processes incoming/outgoing mail, maintains division files, responds to inquiries from the public, community agencies and other government offices.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Provides support to the management team to oversee the completion of special projects and reports.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge and understanding of court organization and structure, operations, rules, procedures, public sector organization and operational functions, office procedures and practices.
- Must have knowledge of business English, grammar, punctuation, spelling, a strong mathematical aptitude, data entry, and problem solving skills.
- Must have knowledge of Microsoft office software such as Word, Outlook, Excel and PowerPoint.
- Must have the skills to prioritize, organize documents and file, conduct research, compile data, write reports and maintain confidential files.
- Must have the skills to operate office equipment such as photocopier, facsimile machine, calculator, overhead projectors and desktop computer.
- Must have the ability to communicate effectively with a large variety of court employees, vendors, lawyers, officials from external agencies and the general public.

**MINIMUM REQUIREMENTS:**

A High school diploma or equivalent GED certificate and four years of progressively responsible administrative support and clerical work experience; 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 Chief Probation Officer. This position performs duties under general supervision and has no direct supervisory responsibilities.

Date: 05/07/06

Revised: