

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Administrative Assistant to the Division Director
Job Code: 8148
Pay Grade: 39
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Provides administrative/secretarial support to an Division Director, Adult Probation performs office management duties which includes responsibilities for personnel related transactions, case assignment coordination, travel and financial transactions and respond to inquiries for assistance. Also provides administrative support to Unit and Office Supervisors.

ESSENTIAL FUNCTIONS:

- Receives inquiries from management, unit employees, by telephone and/or email to interpret and/or respond to questions of policy, procedure, division practice or protocol.
- Receives initial probationer case assignment folders and case transfers and assigns cases to officers based on a probationer's address, specialized needs and the size of the officer's caseload.
- Prepares, distributes and maintains meeting agendas, memorandums, correspondence, reports and other documents related to unit operational activities.
- Compiles officer's monthly caseload statistics, monthly safety report, vehicle mileage report, overtime report and other reports as requested.
- Attends unit meetings to take minutes, may at times represent the Division Director, transcribes and distributes minutes to meeting participants and/or project files.
- Receives and screens incoming mail and correspondence for the division director, including voice and electronic mail in the director's absence and forward inquiries to the appropriate staff.
- Maintains employees' and confidential files within the unit, which includes filing, updating and purging of files.
- Assists supervisors and employees on issues such as leave of absence, benefits, payroll, timesheets, computer and phone issues, forms and office supplies. Interacts with other division employees to resolve issues.
- Performs duties associated with taking DNA samples from probationers, updating files and database with DNA information, mailing samples, and producing reports on DNA activity.
- Maintains inventory of officer's equipment and ordering office supplies for the unit.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Assists the director in preparing the unit's fiscal year budget and monitor financial activities during the year.
- Assists human resources, when necessary, with oral board coordination such as schedule times.
- 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 Power point.
- 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, representatives 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 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 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Division Director, Adult Probation. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 07/01/01

Revised: 05/07/06