

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Administrative Support Specialist for the Court Administrator  
**Job Code:** 8021  
**Pay Grade:** 49  
**FLSA Status:** Non- exempt



### **PURPOSE OF CLASSIFICATION:**

Provides administrative and secretarial support of confidential nature to the Superior Court Administrator and Deputy Court Administrator. May train and give direction to administrative support employees, which serves court administration and division directors.

### **ESSENTIAL FUNCTIONS:**

- Receives and screens visitors, telephone calls, responds to judges, staff and the public by providing information and identifying and resolving a wide variety of issues.
- Schedules and arranges meetings, conferences, receptions, interviews, appointments and travel.
- Organizes, prioritizes and routes incoming mail and correspondence, researching, responding to and delegating routine inquiries in the absence of the Court Administrator or Deputy Court Administrator.
- Plans and coordinates events to maintain communication between administration and staff and improve and foster the image of court administration.
- Monitors project deadlines, facilitates interim communications between project participants and actively assists in project completion as requested.
- Represents the court administrator or deputy court administrator on committees and at meetings to convey appropriate desires.
- Performs basic research for special projects, takes minutes of meetings, types, proofreads and distributes copies.
- Initiates, composes, formats and prepares correspondence, charts, reports, memoranda and other materials of a confidential nature.
- Establishes and maintains filing systems, databases, schedules, calendars and lists.
- Assists in the development or update of public and department information and publications such as the annual report and State Bar Association telephone directory.
- Identifies office computer automation needs, recommends new software applications, resolves service problems and complaints which cannot be resolved by staff.
- Compiles operational data and prepares unit production reports.
- Assists in providing work direction of clerical staff, which support court administration and report to Division Directors.
- Develops and conducts training of staff in unit and general office procedures and policies.
- Assists information services staff in resolving production difficulties.
- Identifies operational issues and develops and implements new or revised office procedures.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- May participate in unit budget preparation and monitoring.
- Performs other 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, lawyers, officials from external agencies and the general public.

**MINIMUM REQUIREMENTS:**

A High school diploma or equivalent G.E.D certificate and five 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.

**DISTINQUISHING CHARACTERISTICS:**

This is an unclassified position and reports to the Superior Court Administrator. The incumbent performs duties under general supervision and has no direct supervisory responsibilities.

Date: 03/18/98  
Revised: 3/00, 8/00,7/01, 03/07/05, 04/23/08

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Director, Human Resources

\_\_\_\_\_ Date \_\_\_\_\_  
 Court Administrator