

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Administrative Support Specialist – Community Restitution  
**Job Code:** 8149  
**Pay Grade:** 39  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Provides administrative support to probation unit supervisors and officers in the coordination court-ordered community restitution work performed by persons placed on probation. Provides to probation officers, community agencies, and the public the interpretation of laws and rules on which requests for community restitutions can be fulfilled. Coordinates the scheduling and sign-up of probationers to perform community restitution work, and the verification of probationers eligibility based on their backgrounds.

### **ESSENTIAL FUNCTIONS:**

- Networks with community agencies and the public to schedule community restitution work.
- Schedules community restitution events for persons on probation to fulfill obligations in accordance to their probation requirements.
- Maintains an automated list of approved community restitution worksites and works with probation officers to review the backgrounds of probationers to ensure the probationers can appropriately perform the community restitution work.
- Provides orientation of the community restitution program to new probationers, to include the preparation of identification badges.
- Provides statistical reports to unit supervisor and probation officers on the status of community restitution hours worked and absences by probationers.
- Maintains an inventory of equipment and supplies used for community restitution work.
- Utilizes the Adult Probation Enterprise Tracking System (APETS) to research the backgrounds of probationers and document attendance records on community restitution performed.
- Ensures that probationers receive safety training on the equipment to be used prior to the performance of community restitution work.
- Performs clerical duties such as answering telephone calls, processing incoming requests, out-going mail, taking photographs of probationers, copying, and file maintenance.
- Evaluates potential community restitution sites for the appropriateness to perform work.
- Assists with the repair and purchasing of equipment and supplies for community restitution work.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Assists probation officers with short notice projects, gather statistics for reports and/or special needs projects.
- 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 and retention practices, and record filing practices.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have skills in data entry, completing legal forms, proofreading and editing documents, filing and purging documents, and setting priorities.
- Must have skills to research information, analyze the information for accuracy and completeness and use in scheduling duties, reports or forwarding on to officers.
- Must have the skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier, calculator, and cameras for photographs.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals internal and external to the court.

**MINIMUM REQUIREMENTS:**

A High School diploma or equivalent G.E.D certificate and four years of administrative/clerical work experience in a professional office environment; OR 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 a Probation Unit Supervisor. The incumbent works under general supervision and has no supervisory responsibilities. The incumbent will direct the work of part-time employees by scheduling their time for community restitutions work.

Date: 05/07/06

Revised: 03/22/07; 02/25/08