

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Administrative Support Specialist – Interstate Compact,  
**Job Code:** 8151 Inter County Transfers, Immigration  
**Pay Grade:** 39  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Provide administrative and clerical support to probation unit supervisors and officers in the supervision of adult probationers. Provide assistance with the monitoring, interpretation of laws, rules, policies and the explanation of court procedures to probationers, community agencies and the public.

### **ESSENTIAL FUNCTIONS:**

- Assists probation officers and supervisors with the monitoring of probationers with varying conditions of probation.
- Provides support to officers by explaining the completion and processing of forms to probationers, scheduling and documenting appointments and attendance to hearings.
- Assists in the enforcement of conditions for intercounty, interstate transfers, inter county handshakes, and/or the immigration caseload.
- Assists the officers to prepare for court hearing, typing forms, petitions, memorandums and other court documents.
- Attends court with probation officers to address probation violations, disposition hearings and referrals to the interstate and intercounty caseload. May attend court on behalf of probation officers for certain issues.
- Conducts intake interviews to complete forms for a probationer new to the caseload and coordinates information between Interstate Compact authorities and/or intercounty jurisdictions, and coordinates transfers with the APETS Inter County Handshake staff. Conducts some interviews at the Pima County Jail.
- Prepares petitions, correspondence, pre-termination and termination checklist. Conducts criminal history records check, verifies case information and maintains chronological logs and records in the APETS database and unit databases.
- Monitors and collects court ordered restitution and fees and mails letters to collect funds from delinquent probationers, including the court notification of restitution arrearages.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Collects DNA samples and fingerprints from defendants with felony sentences, completes the associated paperwork and mails the samples according to the chain of custody rules.
- 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 a strong knowledge of office procedures in a professional office environment, knowledge of legal and/or court documents, record-keeping and retention practices and record filing practices
- Must have a strong knowledge of business English, punctuation, grammar, spelling, proof-reading, typing and editing documents.
- Must have strong organizational skills to monitor and track a high volume of probationer files, activities associated with each probationer and generate activity reports.
- Must have administrative/clerical skills in typing legal forms, documents, correspondence, setting priorities, data entry, filing, and purging documents.
- Must have skills related to research techniques, data analysis and report writing.
- 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.

**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 or an Office Supervisor. This position performs duties under general supervision and may have lead responsibilities for the completion of work by other staff in the same unit.

Date: 07/01/86  
Revised: 06/26/06; 09/11/12

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_ Date \_\_\_\_\_  
Director, Human Resources