

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Administrative Support Specialist – Case Analyst
Job Code: 8151
Pay Grade: 39
FLSA Status: Non-exempt



8151

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:

- Monitors and maintains assigned caseloads related to intercounty and interstate transfers and the prison with probation caseload and unsupervised probation.
- 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.
- Reviews and assigns reporting instructions to probationers as incoming courtesy cases.
- Assists in the enforcement of conditions for intercounty and interstate transfers.
- Assists the officers to prepare for court hearing, typing forms, petitions, memorandums, other related court documents, and maintains organized files.
- Attends court with probation officers to address probation violations and disposition hearings. May attend court regarding referrals to the interstate and intercounty caseload as needed.
- Conducts intake interviews to complete forms for a probationer new to the caseload and coordinates information between interstate compact, intercounty and prison authorities. Reviews conditions of probation with probationers and conducts some interviews at the Pima County Jail as needed.
- Prepares and formats 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.
- Monitors and collects court ordered restitution and fees and mails letters to collect funds from delinquent probationers, including the court notification of restitution arrearages.
- Completes and processes the transfer of jurisdiction paperwork as necessary.
- Takes pictures of defendants and completes the Offender Screening Tool (OST) as needed.

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, proofreading, 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:

A valid Arizona Driver’s License

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/Program Coordinator. 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; 05/18/11

Approved by: _____
Hiring Authority

Date

Director, Human Resources

Date