

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Administrative Support Specialist – Field Officer Support
Job Code: 8154
Pay Grade: 39
FLSA Status: NE



PURPOSE OF CLASSIFICATION:

Performs tasks involving the monitoring and termination of minimum risk probation cases, which includes a review of the probationer's file, reviewing probation conditions, ordering criminal records checks, contacting victims of pending terminations, updating the status of the probationer in the APETS database, preparing court documents related to probation discharge, informing probationers of restoration of civil rights, designation of offenses, criminal restitution orders, and, collecting outstanding court ordered assessments.

ESSENTIAL FUNCTIONS:

- Assists probation officers and/or unit supervisors with the monitoring of probationers with minimum risks conditions of probation.
- Reviews the probationer's file to research the plea agreement and sentencing minute entry for restrictions and/or special conditions regarding the terms and/or termination of probation.
- Verifies that all expectations and special conditions of probation have been satisfied.
- Requests criminal records check and reviews report for any new offenses and/or outstanding warrants.
- Verifies court ordered assessments have been paid, and/or reconciles any discrepancies regarding the status of assessments paid.
- Attempts to collect any outstanding balances in order to complete terminations.
- Prepares Criminal Restitution Orders.
- Provides information to victims on the collection process of outstanding restitution.
- Contacts victims by phone and letter to inform them of pending probation terminations, and their opportunity to set a hearing should they object to an early termination of probation.
- Contacts probationer by phone and letter and to provide them information on the restoration process of civil rights.
- Prepares and submits court documents including Petition to Terminate Probation and Order/ Petition of Discharge.
- Screens the files of probationers to determine felony or misdemeanor designation, and prepares Designation Petitions and Order forms. Provides information to probationers by explaining the designation process.
- Documents and maintains victim's and probationer's contact information in APETS.
- Assists the probation officers to prepare for court hearing, by typing forms, petitions, memorandums and other court documents.
- Meets with individuals new to probation to establish a department file, complete various forms, and provide some initial information on the probation process and minimum risks conditions.
- Consults with probation officers and unit supervisors on a case-by-case basis, regarding issues as they arise in the monitoring and/or termination process.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Organizes and maintains files and correspondence, opens and process routine mail.
- Maintains DNA certifications and takes DNA samples utilizing the bucal swab technique.
- Performs related duties and/or 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 working with APETS, Victim’s Rights, the early termination process of probation, and the collection of restitution and criminal background checks protocol.
- Must have knowledge of business English and the accurate use of punctuation, grammar, and spelling.
- Must have skills with the operation of desktop computer, reading minute entries, typing legal forms, correspondence, proofreading and editing documents, filing and purging documents, and setting priorities in the processing of legal documents.
- Must have the ability to communicate effectively with a wide variety of superior court employees including judges, judicial staff, court leadership and administration, probationers, vendors, and the general public.

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 pounds or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to a Unit Supervisor. This position performs duties under general supervision, has no supervisory responsibilities, but may give work guidance to other administrative support employees in the division.

Date: 01/04/08
Revised: 03/16/09