

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Administrative Training Specialist
Job Code: 8097
Pay Grade: 35
FLSA Status: Non- exempt



PURPOSE OF CLASSIFICATION:

Provides administrative and clerical support to the training and development division. The incumbent performs tasks in support of COJET classes, training projects addressing organizational development, and related work as required.

ESSENTIAL FUNCTIONS:

- Supports the planning and coordination of training courses and conferences, including course preparation, scheduling, and communications between instructors and participants.
- Assists in the development and production of training newsletters, course materials, PowerPoint presentations, brochures, forms, annual reports, and other specialty documents using various publications software.
- Performs receptionist duties, including answering the phone, greeting customers, and maintaining the lobby area, for the Training Division.
- Assists in coordinating and monitoring video teleconferencing and satellite training broadcasts.
- Compiles and maintains course evaluations, the training database (Training 3000) that contains records of all training completed by court employees, and produces standard narrative and statistical reports.
- Responds to questions from management and staff regarding training course content, schedules, and COJET training status.
- Schedules and coordinates meetings on behalf of the training director and coordinators, prepares correspondence, memorandums, and other training documents.
- Maintains training course materials in a library format for reference use by instructors and employees.
- Posts training courses, programs, news updates, and activities on the Court training website.
- Coordinates the set-up and take down of training facilities, at various court locations, for training courses and meetings.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Assists with the planning and coordinating of large scale or special training programs.
- Assists and provides administrative support to training and education coordinators as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a basic knowledge of word processing, scheduling, and spreadsheets.
- Must have knowledge of business English, grammar, punctuation, and spelling.
- Must have knowledge of Microsoft office software such as Word, Outlook, and PowerPoint. Knowledge of desktop publishing software is preferred.
- Must have the skills to operate office equipment such as photocopier, facsimile machine, desktop computer, projectors, television, DVD and VHS players.
- Must have the ability to communicate effectively with a large variety of court employees, training instructors, County employees from various departments, and the public.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent GED certificate and three years of clerical experience performing duties such as typing, filing, scheduling meetings, preparing reports, answering the phone, and receiving the public, OR, any equivalent amount of experience, training and/ or education approved by Human Resources. Preference may be given to those with experience in support of a training and development function.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's license is required at the time of appointment.

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 a classified position and reports to the Director, Training and Education. Incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 5/21/98
Revised: 04/18/06