

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Community Restitution Program Specialist
Job Code: 8152
Pay Grade: 39
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Coordinates the court-ordered community restitution work performed by persons placed on probation under the guidance and direction of probation and surveillance officers. This is a part-time, on-call position in the Adult Probation department.

ESSENTIAL FUNCTIONS:

- Schedules community restitution events for persons on probation to fulfill obligations in accordance to their probation requirements.
- Provides orientation of the community restitution program to new probationers.
- Observes the performance of community restitution and ensures the accounting of attendance of probationers.
- Provides the proper tools and equipment to be used by probationers for community restitution and accounts for the return of tools and equipment.
- Provides transportation for probationers to and from community restitution work sites.
- Networks with the public and community agencies to schedule community restitution project work.
- Tracks the work and hours of community restitution performed by each probationer.
- Provides statistical reports to probation officers on the status of community restitution hours worked and absences by probationers.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Performs other related tasks as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of scheduling work and overseeing the performance of work by others.
- Must have knowledge of record keeping and general office practices.
- Must have some computer skills using software products for word-processing.
- Must have the ability to communicate effectively with a wide variety of people, coworkers and adult probation supervisory persons.

MINIMUM REQUIREMENTS:

A high school diploma or equivalent GED certificate must be at least 21 years of age, and one year of experience related to monitoring the work of others. OR any equivalent combination of experience, training and/or education approved by Human Resources. Preference may be given to candidates who speak Spanish fluently.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's license at the time of appointment. Incumbents must also be able to complete on-the-job training of van/vehicle driving and CPR/First Aid training.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an outdoor environment and may lift materials and/or equipment 20 lbs or less. Will be exposed to extreme hot/cold weather conditions in the performance of duties and standing for long periods of time.

DISTINGUISHING CHARACTERISTICS:

This is a position that reports to a Probation Unit Supervisor in Adult Probation. This position performs duties under general direction and will provide work direction to persons fulfilling their obligations while on probation. May take work direction from probation officers.

Date: 02/18/04
Revised: 03/22/07