

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Office Supervisor – Pretrial Services
Job Code: 8710
Pay Grade: 45
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

This position is responsible for supervising, planning, directing and coordinating the administrative support personnel and functions of Pretrial Services. Supervision responsibilities include participating in the recruitment and selection of personnel, employee goal setting and performance evaluation, interpretation of policies and procedures, directing the daily work functions, overseeing work processes and the quality of work performed.

ESSENTIAL FUNCTIONS:

- Supervises, directs, trains and coordinates the daily activities of an administrative support staff. Assigns and monitors work production, provides resources and support and oversees the completion of special projects.
- Initiates and coordinates division support activities such as human resources related transactions, processing payroll, monitoring budgetary transactions, purchasing, travel, training and facilities maintenance.
- Coordinates the development of the division's operational budget and monitors financial activities for compliance during the fiscal year. Monitors contracts by reviewing invoices and reports on contract performance.
- Assists pretrial management in defining, developing and implementing division policies and procedures.
- Identifies and develops work unit goals and ensures that the unit goals are met. Participates in the development of division goals, objectives and methods to monitor performance to goals.
- Participates in the recruitment and selection processes for new pretrial staff. Coordinates interview appointments between pretrial staff and applicants and prepare letters to notify applicants of results.
- Prepares new employee folders and packets and coordinates with the human resources division to complete new employee processing and enrollment forms.
- Provides pretrial services employees with explanations and interpretations of division and court policies and procedures. Assists division staff with the understanding of infection control policies, procedures and maintains vaccination records.
- Initiates and monitors personnel actions such as leaves of absence, workers compensation leaves, temporary duty assignments, changes to addresses and transfers within the division.
- Establishes and maintains confidential division employee files and other specialized files.
- Makes computations, compiles data and reports to management on administrative activities and progress to goals.
- Interacts with criminal justice and community agencies and serves on various committees and division working groups as a division representative.
- Initiates and coordinates division requests for purchasing supplies, materials and/or services.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Participates and at times initiates the continual development of division performance measures.
- Participates on various project committees and ensures employees receive annual COJET training.
- Prepares correspondence, memorandums, reports and works on special projects as requested.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of the principles and practices of effective supervision, office administration practices and procedures relating to personnel services, financial activities, purchasing, record-keeping, coordinating schedules and the administering of policies and procedures.
- Must have skills in research techniques, planning, organizing, and coordinating support functions in an office setting; supervising, training and evaluating clerical staff; and establishing effective methods of department communications.
- Must have knowledge in business English, spelling, grammar and punctuation and competency in the operation of desktop computer and programs such as Microsoft Word, Outlook, Excel and Power point.
- Must have strong team-building skills and the ability to work independently or in a team environment.
- Must have the ability to effectively communicate with superior court employees including judges, judicial staff, court administration, agencies, vendors and the general public.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent GED Certificate and four years of progressively responsible administrative support work experience in an office setting with a minimum of one year of experience in a lead or supervisory position. Or, any equivalent combination of 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 correctional environment and may lift materials and/or equipment 20 lbs or less. Department of Labor regulations CFR Part 1910.1030 requires notification that this classification is at risk of exposure to airborne and blood borne pathogens. Hepatitis B vaccine will be provided.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Pretrial Services. This position performs duties under general supervision and has supervisory responsibilities for a staff of administrative support/clerical employees.

Date: 10/01/96
Revised: 06/06/05