

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Pretrial Services Support Specialist
Job Code: 8725
Pay Grade: 35
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Responsible for a variety of specialized data entry and research requiring knowledge of the legal process of criminal felony cases and makes decisions regarding the prioritizing, entering and research of relevant data. Maintains the department's primary tracking system Case Automated Tracking System (CATS) in a manner which is efficient and with minimal errors.

ESSENTIAL FUNCTIONS:

- Enters time sensitive data from a variety of documents into an automated tracking system. The documents include Pretrial Services (PTS) recommendations, minute entries, and conditions of release, bond out listings, diversion reports, dismissal lists, arraignment calendars and initial appearance packets.
- Performs quality control tasks on the data in the tracking systems and resolves erroneous information. Tasks include the generation and verification of daily reports, quality control checks on data being entered as well as existing data in CATS database and to ensure the integrity of the data accurately reflects the defendants court case activities.
- Identifies and codes targeted research data and prepares paperwork for data entry including summarizing prior criminal history. This also includes the electronic transfer of data on a daily basis.
- Identifies and corrects data that is incongruent with existing information in the tracking system or with other known data in the case.
- Conducts research of other criminal justice databases and case files, when necessary, to ensure data is complete and accurate. The research includes knowledge and use of the County Attorneys System, Justice Court, Calendaring, and Clerk of the Court, the Arizona Criminal Justice Information System (ACJIS), and the Sheriff's Department System.
- Interfaces with the department Director, Manager, supervisors, investigators and other court personnel regarding case status and tracking information.
- Runs criminal histories for civil rights restoration requests and compiles information in a standard format.
- Maintains department hard copy files and filing systems.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Performs miscellaneous administrative support duties as requested.
- Provides support to other department personnel regarding the problem-solving of case status data and respond to ad-hoc requests for information.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of legal practices and procedures and terminology.
- Must have knowledge of Microsoft Office software to include Outlook, Excel and Access.
- Must have ability to work in accordance with time constraints and deadlines.
- Must have skills to process a large volume of work in a very detailed manner with a high level of accuracy.
- Must have ability to work independently or in a team environment.
- Must have ability to communicate effectively with coworkers and court staff.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D certificate and two years of clerical experience, to include one year involving the preparation, processing, and data entry of legal documents or providing clerical support in a court setting, an attorney’s office, in law enforcement, corrections, probation or specific experience that is applicable to the 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 may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Office Supervisor - Pretrial Services. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 07/17/03
Revised: 01/14/13; 09/08/13

Approved by: _____
Hiring Authority Date

_____ Date
Director, Human Resources