

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Probation Support Assistant – Assessment Center  
**Job Code:** 8158  
**Pay Grade:** 31  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Provide administrative and/or clerical support to the office supervisor, unit supervisors, and probation officers in the assessment center. Accepts personal information packets from persons new to the probation process to data enter their personal information and create new probationer files. Performs immediate follow-up on information not provided in the packets, before forwarding persons to probation officers.

### **ESSENTIAL FUNCTIONS:**

- Greets, at a reception window, defendants out of custody and defendants recently convicted to complete informational packets to enter them into an automated case tracking system.
- Assists individuals to understand questions in the packet, so they may complete the packet.
- Establishes new probationer files from informal packets and other electronic sources, such as the Court Automated Case Tracking System and the County Attorney Prosecutor System. Information is data entered to create a new electronic record in the Adult Probation Enterprise Tracking System (APETS). Takes photographs of clients to include with the file.
- Offer Arizona Health Care Cost Containment System (AHCCCS) applications to defendants without health insurance and assist them to make appointments for the insurance.
- Provides a calendar of sentences and pleas to probation officers daily, and distributes the corresponding files to officers also.
- Performs a quality check of files of clients who have been sentenced and forwards the files to the appropriate probation satellite office.
- Receives legal documents for processing either manually or electronically, infrequently researches historical information to verify accuracy or identify missing information to maintain accurate and current file data.
- Responds to questions or issues from attorneys, probation staff, the public, and/or judges, which require explanations of departmental or County rules and policies.
- Obtains DNA and finger print samples on clients sentenced to probation.
- Operates office equipment, such as desktop computer, photocopier, facsimile machine, camera, calculator, and a typewriter.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Provide reception coverage to the Adult Probation reception area when necessary.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of general office procedures in a professional office environment, knowledge of forms and documents, record keeping and retention practices, and record filing practices.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have skills in data entry, typing forms, correspondence, proofreading and editing documents, filing and purging documents, and processing of documents.
- Must have some skills related to general problem solving.
- Must have the skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier, calculator and cameras for photographs.
- Must have the ability to communicate effectively with a diversity of individuals and explain office rules and procedures.

**MINIMUM REQUIREMENTS:**

A High School diploma or equivalent G.E.D certificate and two 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 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

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

Date: 05/07/06

Revised: