

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probation Support Assistant – Victim Restitution
Job Code: 8158
Pay Grade: 31
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Provide administrative/clerical support to the office supervisor and officers in the communication with victims of crimes. Provide clerical assistance with the monitoring of victims input into court processes and the explanation of court procedures to victims and their family members.

ESSENTIAL FUNCTIONS:

- Receives and data enters minute entry information pertaining to victims of incoming sentences. Enters pertinent information into a statewide probation system, prints out and mails standardized letters.
- Data enters information related to restitution and verifies that all inputs, such as amounts and addresses, were accurate and correct.
- Communicates with victims to assure that they are given the opportunity to speak or provide input during the sentencing process of a case.
- Respond to requests from probation officers to retrieve victim information from the County Attorney's database system.
- Maintain an accurate status of files on victims by reviewing victim information on outgoing presentence reports.
- At the requests of victims researches issues such as delinquent restitution or the status of a case. Assist victims with correcting errors that prevent the payment of restitution.
- Process, copies and files continuance requests made by probation officers.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Assists the office supervisor and officers with miscellaneous clerical requests, such as copying, filing, and providing information on victims.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of office practices and procedures used in a professional office setting.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have some skills in processing forms, documents, correspondence, and setting work priorities.

- Must have the skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier, and a calculator.
- Must have clerical skills including proofreading, data entry, typing and editing documents, filing, and purging documents.
- Must have the ability to communicate effectively with office staff, other court and county employees, and the public.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D. certificate and two years of clerical work experience. 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 a Probation Office Supervisor. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 06/26/06

Revised: