

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probation Support Specialist – Administrative Supervision
Job Code: 8160
Pay Grade: 35
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Provide administrative and clerical support to probation unit supervisors and officers in the supervision of adult probationers. Provide assistance with the monitoring, interpretation of laws, rules, policies and the explanation of court procedures to probationers, community agencies and the public.

ESSENTIAL FUNCTIONS:

- Assist probation officers and/or supervisors with the monitoring of probationers sentenced to the following caseloads: prison with consecutive probation, Immigration and Customs Enforcement (ICE) deported probationers, and unsupervised probation.
- Reviews referrals, legal documents and files to verify the probationer is assigned to the correct caseload. Obtains corrected minute entries from Judges, when necessary. Enters and maintains a tracking system to monitor release dates.
- Monitors the prison with consecutive probation caseload to determine the exact release date and the correct probation start date. Prepares correspondence to prison officials to verify release dates and maintains email correspondence to receive changes in release dates.
- Contacts family members and/or collateral sources to verify the proposed address following release. Coordinates the transfer of the released probationer to the correct probation officer.
- Responds to ICE officials and other law enforcement regarding deported probationers that have reentered and/or committed new offenses. Document the information and assign to a probation officer, if necessary, for revocation proceedings.
- Prepares pre-term and term checklists, and orders of discharge for all caseloads.
- Conducts criminal history records check, verifies case information and maintains chronological logs and records in the APETS database. Maintains an accurate count of caseloads in APETS.
- Monitors the various caseloads and documents all contacts in APETS.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Collects DNA samples and fingerprints from defendants with felony sentences, completes the associated paperwork and mails the samples according to the chain of custody rules.
- Assists probation officers with short notice projects, gather statistics for reports and/or special needs projects.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a strong knowledge of office procedures in a professional office environment, knowledge of legal and/or court documents, record-keeping and retention practices and record filing practices
- Must have a strong knowledge of business English, accurate use of punctuation, grammar and spelling, proofreading, typing and editing documents.
- Must have strong organizational skills to monitor and track a high volume of probationer files, activities associated with each probationer and generate activity reports.
- Must have administrative/clerical skills in typing legal forms, documents, correspondence, setting priorities, data entry, filing, and purging documents.
- Must have skills related to research techniques, data analysis and report writing.
- 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 in writing and orally with a diversity of individuals.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D certificate and three 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 a Probation Unit Supervisor or an Office Supervisor. This position performs duties under general supervision and may have lead responsibilities for the completion of work by other staff in the same unit.

Date: 07/01/86

Revised: 06/26/06