

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

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



### **PURPOSE OF CLASSIFICATION:**

Provide administrative and clerical duties in support of the Drug Treatment and Education Fund (DTEF) unit of adult probation. Performs duties to maintain acceptable accounting systems, probationer treatment records, forms and all documents reflecting all funds expended in the performance of the approved DTEF program.

### **ESSENTIAL FUNCTIONS:**

- Uses the Adult Probation Enterprise Tracking System (APETS) to track all clients receiving treatment, track attendance and track co-payments for treatment. Enters new clients into APETS and tracks the activity on all clients.
- Uses APETS to enter and process incoming and outgoing treatment referrals for co-payments.
- Audits a high volume of invoices received from service providers to verify compliance to contractual agreements, such as co-payment amounts, frequency and type of service.
- Prepares a monthly reconciliation report for submission to the Finance division for funds expended on drug treatment services and evaluations.
- Receives, records, and distributes all psychological evaluations to the appropriate requester, from the probation officers and officers of the court who requested the evaluations.
- Prepares monthly activity reports for DTEF Program Coordinator and Screeners.
- Prepares a monthly spreadsheet to track funds expended on drug treatment services for each contracted agency. Compiles monthly, mid-year and year-end reports on all unit financial activities, which after approval are forwarded to the Administrative Offices of the Courts (AOC).
- Monitors the status of background clearances for contracted Physicians and assists with the process of renewing clearances.
- Maintains comprehensive automated and manual filing systems for reporting purposes and to response to requests from court staff for documents and/or client information.
- Performs administrative/clerical duties assisting with the semi-annual bid process of contracting with behavioral health agencies.
- Provides training to new contract agency employees on the processing of documents, correct forms to use, appropriate accounting and billing procedures and the customary billing amounts for services.

### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Assists the DTEF Program Coordinator with special assignments and/or projects as required.
- 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 legal 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, preparing legal forms, correspondence, proofreading and editing documents, filing and purging documents, and setting priorities in the processing of legal documents.
- Must have skills to research information, audit financial information, pay attention to detail, analyze the information for accuracy and completeness and use in reports.
- Must have the skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier, and calculator.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals internal and external to the court.

**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 the DTEF Program Coordinator. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 05/07/06

Revised: