

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

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



PURPOSE OF CLASSIFICATION:

Performs a variety of administrative support and clerical tasks in support of a probation work unit, requiring knowledge of various types of office procedures, the ability to comprehend, process and/or data enter documents, and performs a number of duties with time constraints associated with compliance to court orders.

ESSENTIAL FUNCTIONS:

- Assigns new probationer cases to probation officers.
- Reviews minute entries for data entry received from lower courts, including conditions of probation for new probationers. Gathers probationer information such as police records, existing Superior Court presentence reports (PSR), and background records to create a probationer file.
- Conducts interviews to determine the accuracy of intake packets and maintains the packets for newly sentenced limited jurisdiction court defendants. Gives initial reporting instructions to probationers newly sentenced to the Domestic Violence Unit.
- Develops informational packets and mails the packets to victims and families after defendants are sentenced and assigned to a probationer officer.
- Assists probation officers in providing information to victims regarding conditions of probation, probation activities, role and limitations of probation officers, court proceedings and outcomes.
- Assists the supervisor to maintain a record of various unit activities, including victim contact and defendant arrest statistics. Prepares weekly and monthly reports to summarize the statistics.
- Performs data entry of probationer information into APETS from minute entries and other court documents. Conduct research to identify missing data, data that appears inaccurate, or other issues. Performs research by locating court, legal, or departmental records, using department computer databases, and telephone calls to other offices and agencies. Transfers cases in APETS when probation supervision changes.
- Assists probation officers to assess risks level of domestic violence defendants by assembling behavior inventory questionnaire packets, Adult Substance Use Surveys (ASUS), and other instruments. Assists defendants to complete forms. Assists probation officers by sending relevant information to treatment providers.
- Retrieves the interoffice mail from limited jurisdiction courts and distributes petitions for probation officers.

- Coordinates with lower court arraignments and records clerks and Pima County Jail records staff to ensure the timely receipt of documents and court hearing notifications for officer court appearances.
- Assists probation officers to problem solve with information to be data entered regarding the status of probationers and absconders, the custody status of probationers, the status of various conditions of probation, and collections problems.
- Assists probation officers in monitoring court-ordered assessments and maintaining accuracy of collection records.
- Assists with the assembly of materials and the organization of bimonthly orientations for probationers of domestic violence cases.
- Reviews on a daily basis a minute entry list of arrestees from Video Court and notifies probation officers of new arrests for current probationers. Coordinates with Adult Probation Dispatch and the Pima County Jail to place probation holds, in the absence of the probation officer.
- Prepares correspondence, memorandums, reports and other legal documents.
- Responds to questions from coworkers in the work unit, victims, community organizations, other court and agency employees that require the explanation of departmental rules and policies, dates of court hearings, and a variety of miscellaneous inquiries.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Assists probation officers in making calls to victims and to victim's advocates at women's shelters to explain procedures, forms completion, and policies, when necessary.
- May participate on committees and act on behalf of the unit representative on topics such as new administrative office procedures, implementation of new forms, new computer software, and problem solving issues of notifications and workflow.
- 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 typing legal forms, documents, correspondence, and setting priorities in the processing of legal documents.
- Must have some skills related to research techniques, data analysis and report writing.
- Must have skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier, and a calculator.
- Must have clerical skills including proofreading and 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 GED and three years of administrative support/clerical work experience and/or data entry experience in a professional office environment; or, any equivalent experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's license at the time of appointment.

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. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 07/01/01

Revised: 02/01/05; 03/21/05; 06/26/06