

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

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



PURPOSE OF CLASSIFICATION:

Assist probation officers in the assessment center to write presentence reports for a Judge's review, by obtaining complete and accurate probation packets on behalf of defendants. Incumbents use multiple resources to research and complete informational packets to serve as the basis to prepare presentence reports.

ESSENTIAL FUNCTIONS:

- Performs intake for defendants with incomplete information in their probation packets. Visually verifies defendant information, identifies whether defendants have letters prepared to forward to the Judge, ensures Adult Substance Use Survey (ASUS) forms are complete with signatures, and asks any final questions for presentence reports. Uses the Adult Probation Enterprise Tracking System (APETS) to enter and create a file or supplement a file of the defendant's case information.
- Performs additional intake for defendants who are incarcerated by picking-up packets from a designated location at the Pima County jail and verify that packets are complete with biographical data, social history and any letters to the assigned Judge.
- Acquires additional, pertinent information on defendants who are incarcerated by reviewing records located at the jail to check for any disciplinary write-ups, immigration and naturalization documents, Department of Corrections or probation holds and booking forms for any new charges.
- Contacts victims and victim family members to obtain information, sentencing recommendations, restitution amounts, verification of restitution and how the offense affected them emotionally, for inclusion in the pre-sentence reports.
- Requests prior presentence reports and police reports from the sheriffs and police departments, probation departments from other Arizona counties, Federal District courts and out-of-state courts. Researches phone numbers by calling directory assistance or other surrounding agencies to gain a correct phone number for a person to talk with to request necessary packet information.
- Data enters a cover sheet of defendant personal data into each file and probation packet received. Searches the Arizona Tracking and Locator Automated System (ATLAS) for child support information for defendants who indicate having a child or children.
- Researches missing criminal history information such as offenses, dates and dispositions by using law enforcement software systems or contacting the defendants.

- Generates monthly statistics for probation officers in the assessment center. Generates statistical reports with ratings and score assessments for defendants and provides reports to the unit supervisor regarding victim information. Reports on monthly statistics of defendant activity and financial savings based on moving defendants through to sentencing in a specific window of time.
- Initiates contact or begins the initial intake with defendants when the probation officer is unavailable. Prepares a brief summary of information from the intake and provides the summary to the officer.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Organizes and maintains files and correspondence, opens and processes routine mail and processes criminal history information received on defendants, in the extended absence of probation officers.
- Performs related duties and projects as necessary.

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, typing legal forms, correspondence, proofreading and editing documents, filing and purging documents, and setting priorities in the processing of legal 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 and present recommendations for sentencing reports based on investigative findings.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D certificate and three years of administrative/clerkal work 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. Infrequently travels to the Pima County Jail to pick-up informational packets on defendants and occasionally ask questions of defendants.

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: 07/01/94

Revised: 05/07/06