

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Research Assistant
Job Code: 8034
Pay Grade: 41
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Perform administrative tasks in direct support of the research and statistics function within Court Administration. The incumbent performs detailed analytical research and makes independent decisions regarding production of management reports for the Criminal, Civil, Arbitration, Family Law, Probate and Juvenile Court Benches.

ESSENTIAL FUNCTIONS:

- Compiles statistical data and performs detailed analysis concerning court operations and procedures, and prepares monthly legal and special reports.
- Assists with the Judicial Performance Review Program process in the production of mandated reports for the Arizona State Supreme Court website.
- Reviews case files and various exception and error reports to ensure completeness and consistency of records, identifies source of error and rectifies rudimentary inaccuracies by contacting appropriate agencies or parties to verify information or obtain missing documents.
- Associate ASC (Agency Security Contact) with the Arizona Department of Public Safety for Noncriminal Justice Fingerprint Compliance Program.
- Assistant SSO (System Security Officer) with the Arizona Department of Public Safety for Criminal history Disposition Reporting.
- Gathers information, processes legal documents, prepares forms and correspondence, and ensures legal requirements and deadlines are met.
- Searches through case files from Superior Court and Clerk of the Court, microfilm archives and Court docket books to supply government agencies (e.g., Department of Public Safety, Federal Bureau of Investigation) with accurate disposition information.
- Attends and participates in work groups, task forces, and designated committees as a representative of Research and Statistics, when requested.
- Reviews materials received, creates and maintains records and files, and inputs information using various computer systems.
- Organizes, files, maintains and distributes daily, weekly, monthly and yearly reports. Performs quality assurance checks on statistical data contents prior to distribution of reports.
- Maintains research and statistics reference library by cataloging and labeling contents and inserting updated material into selected publications.
- Operates office equipment, such as computer terminal and/or desktop computer, facsimile machine, photocopier and calculator.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- May perform other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have detailed knowledge of legal processes and procedures, terminology, documentation and associated time constraints.

- Must have knowledge of business English, grammar, punctuation, spelling, and making mathematical calculations.
- Must have knowledge of Microsoft Office software such as Outlook, Word, Excel, and the ability to learn new software.
- Must have the skills to operate office equipment such as photocopier, facsimile machine, calculator, and desktop computer.
- Must have the ability to communicate effectively with a large variety of individuals, coworkers and the public.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D. certificate and four years of clerical and/or legal work experience involving the preparation and processing of legal documents or providing other legal clerical support; OR, any equivalent combination of experience, training and/ or education approved by Human Resources. Preference will be given to candidates with work experience in a court setting.

LICENSES AND CERTIFICATES:

Must be able to obtain Arizona Department of Public Safety Criminal Justice Information System Terminal Operator Certification.

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 and reports to the Senior, Criminal Justice Research Analyst who supervises the research and statistics services for court administration. Performs duties under general supervision and has no supervisory responsibilities.

Date: 5/21/98

Revised: 02/23/05; 06/13/13; 07/14/14

Approved by: _____
Hiring Authority

_____ Date

_____ Director, Human Resources

_____ Date