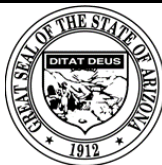


# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** CASA Program Assistant  
**OCCUPATIONAL CATEGORY:** Administrative Support  
**DIVISION:** Superior Court  
**EFFECTIVE DATE:** 09/16/15



**CLASS CODE:** J645  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 6  
**STATUS:** Classified

### **JOB SUMMARY**

Under general supervision, undertakes, performs and provides a variety of clerical, office services, secretarial and related support associated with the operation, functions and coordination of the Court Appointed Special Advocate (CASA) Program.

### **REPORTS TO:**

Superior Court Administrator or CASA Program Manager.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL JOB FUNCTIONS**

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Assists staff and CASA Program volunteers; creates, maintains and updates a variety of files, records, reports, logs and related items; performs data entry.
- Drafts, composes, edits and/or reviews a variety of correspondence, reports, records and logs; reviews, validates, verifies and checks information; conducts follow-up with parties as required to receive complete information.
- Creates, updates and maintains CASA court-related and volunteer related files; works with and assists CASA volunteers, CASA Coordinators, CASA program managers and others regarding issues and/or concerns.
- Accepts, processes and updates volunteer applications; as required, contacts volunteers and/or references regarding new and/or missing information; responds to inquiries and questions; works with successful and unsuccessful CASA Program volunteers. Provides assistance and information within the scope of designated authority.
- Edits, proofs and provides grammatical input regarding written volunteer reports; identifies area(s) needing further information or data; formats and prepares volunteer reports for presentation to the Court; distributes to appropriate parties.
- Updates and maintains a statistical database generating statistical reports.
- As required, serves as first point of office contact for CASA Program; works with parties in person and/or on the phone; answers calls, determines need/appropriate party, forwards/transfers or takes messages.
- Provides clerical support and assistance as required; works with and assists staff; revises and/or sends correspondence; opens and distributes mail.
- Schedules appointments; makes travel arrangements; purchases materials and/or supplies.
- Updates and maintains supply and materials inventory.
- Provides other office and customer service support and assistance as required.
- As assigned, prepares meeting agenda, sets up meeting rooms and/or provides other services and assistance in support of the CASA Program; maintains and updates mailing lists; creates and/or assists with production and distribution of newsletters and other materials.

### **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Knowledge of applicable county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of inventory control.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of basic to intermediate mathematical concepts and applications.

### **Skill in:**

- Skill in reading, understanding, interpreting and applying relevant county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, AOC employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

### **Ability to:**

- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

## **WORK CONTACTS**

Regular contact with associate personnel, other county departments, other agencies and the general public.

## **WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.

## **REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

A high school diploma or GED **AND** three (3) years of relevant, progressively responsible clerical, customer service, secretarial or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## **SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

## **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from

assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.