

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Probation Services Assistant Senior
OCCUPATIONAL CATEGORY: Administrative Support
DIVISION: Probation
EFFECTIVE DATE: 04/13/2020



CLASS CODE: J671
FLSA: Non-Exempt
SALARY RANGE: 10
STATUS: Classified

JOB SUMMARY

Performs a variety of specialized legal clerical and secretarial work of a complex nature in direct support of the business operation, functions and duties of Mohave County Probation. This is an advanced journey technical specialist and/or lead-worker position that works under general supervision. The incumbent applies judgment to diversified subject matter, selecting appropriate guidelines in applying general policies and procedures.

REPORTS TO:

A higher level of authority.

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.*

- As assigned, serves as database coordinator for APETS (Adult Probation Enterprise System), database coordinator for JOLTS (Juvenile On-Line Tracking System) or accounts specialist for the Mohave County Probation Department.
- Provides day to day assistance and guidance to staff; handles the more complex issues and tasks; researches and gathers information, prepares legal documents, types reports and forms, correspondence and documents and ensures legal requirements and deadlines are met.
- Conducts computer searches to obtain or validate information; reviews materials received, sets up files, initiates and processes paperwork; transcribes from dictation and prepares reports, correspondence and forms.
- Compiles statistical data concerning unit operations and prepares periodic or special reports.
- Creates and maintains new records and case files and inputs/retrieves information using computer systems; makes appointments, researches information.
- As assigned, fingerprints clients; conducts background checks; maintains and orders office supplies; notarizes documents; assigns cases to probation officers; takes and prepares minutes; serves as ACJIS Network Terminal Operator in entering, modifying, deleting information and running ACJIS checks; assists in grant application and monitoring.

As Assigned to Accounting Specialist:

- Compiles, reviews, assesses and forwards a variety of fiscal/financial-related reports, records and/or related documents; determines accuracy and/or completeness; contacts and works with initiating department, division, individual; assists in correcting errors, omissions and/or other areas needing correction.
- Conducts financial reconciliations, prepares and processes claims, timesheets and other documents; serves as liaison between and among the Probation Department and other internal and external organizations, divisions, departments and agencies; serves as a resource to staff regarding financial, operational and related questions, issues; provides back-up and assistance to Finance Manager and others as needed.

As Assigned to JOLTS/APETS Database:

- Serves as technical expert for the assigned database responsible for ensuring data integrity, data analysis, reporting and technical support; works with users to develop policies, procedures and guidelines; provides staff training and ongoing oversight of data entry procedures; develops and generates reports, analyzes reports; prepares statistical reports and provides backup coverage as needed.

SECONDARY JOB FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of modern office practices and procedures.
- Knowledge of court processes, procedures, legal terminology.
- Knowledge of applicable computer applications, data entry and verification procedures.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of Mohave County, court and specific probation-related policies and procedures.

Skill in:

- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in communicating effectively verbally and in writing.
- Skill in establishing and maintaining effective working relations with co-workers, other County 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:

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- Ability to analyze legal documents and interpret statutory requirements.
- Ability to maintain confidentiality and work under pressure in a dynamic environment with changing program demands/priorities.
- Ability to enter and retrieve data from an automated system.
- Ability to follow written and verbal instructions.
- Ability to evaluate and improve department service delivery through enhancement of procedures, systems, organizational approaches and record keeping.
- Ability to develop and demonstrate effective customer service techniques.
- Ability to keyboard, type and transcribe with speed and accuracy.

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, extreme weather conditions, 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 progressively responsible, legal clerical, financial, and/or database 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.
- May be required to be appointed as a Notary Public.
- May be required to possess & maintain ACJIS (Arizona Criminal Justice Information System) terminal operator certification.
- 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.