

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Probation Services Assistant  
**OCCUPATIONAL CATEGORY:** Administrative Support  
**DIVISION:** Probation  
**EFFECTIVE DATE:** 04/13/2020  
**REVISED:** 04/13/2021



**CLASS CODE:** J670  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 8  
**STATUS:** Classified

### JOB SUMMARY

Performs a variety of specialized legal clerical and secretarial work in direct support of legal functions and requiring distinct knowledge of legal procedures, documentation, and time constraints, and makes independent decisions regarding the processing of routine legal documents in support of the operation, functions and duties of Mohave County Probation. This is a working/journey position that works under general supervision. Work assignments may be in one or more specialty areas including but not limited to front counter, satellite office support, pre-sentence investigation, treatment, intake, juvenile detention, adult/juvenile supervision, and victim rights. The incumbent applies judgment to diversified subject matter, selecting appropriate guidelines and 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.*

- 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.
- Greets probationers and the public in person and/or on the phone; provides legal information and assistance within the scope of designated authority without providing legal advice.
- Answers calls, determines need/appropriate party, forwards/transfers or takes messages.
- Provides clerical and secretarial support to probation officers; assigns cases to probation officers; works with and assists staff.
- Enters new and or updates case information to manual and computer information systems; conducts quality control checks on data; maintains logs; opens and closes files; creates, edits and completes forms; sorts and distributes mail.
- 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, takes payments, issues receipts; and posts payments.

### 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 and legal terminology.
- Knowledge of automated word processing and court case management systems.
- Knowledge of 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 and priorities.
- Ability to deal with the public.
- Ability to enter and retrieve data from an automated system.
- Ability to follow written and verbal instructions.
- 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 general office, legal clerical, or accounting related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Must be able to type a minimum of 35 words per minute.

## **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 and 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.