

SECRETARIAL/SUPPORT STAFF

NATURE OF WORK: Performs a variety of highly responsible duties associated with processing of individuals placed on probation, operates and maintains Statewide computer program for the department, processes financial transactions, works with victims, and is the general public face of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintaining daily front office operations, including greeting and direction of visitors, clients, and other parties; scheduling of meeting and appointments; filing and maintenance of documents according to department policy; answering and direction of phone calls; gathering and distribution of mail; administration of accounts and payments;
- Obtaining proficiency with and utilization of Arizona Probation statewide computer system; compiles information (statistics) for the preparation of monthly or annual reports;
- Acting as victim contact liaison;
- Assist Probation Officers as needed, and all other duties as assigned.

QUALIFICATIONS:

The applicant must have the following:

- The Applicant must have a high school diploma or GED; AND, one year of receptionist/clerical/secretarial experience involving extensive public contact or closely related duties; OR, equivalent combination of experience and/or education to provide comparable knowledge, skills and abilities; AND each of the following:
- The applicant must pass criminal background check;
- Have a valid Arizona State Driver's License; and,
- Be willing to travel to attend meetings and work-related trainings.

Knowledge, Skills, and Other Characteristics:

- Knowledge of office equipment and computer programs, such as Word, Excel, etc.;
- Ability to recognize and maintain confidential information;
- Skill in preparing a variety of records, reports, and correspondence;
- Ability to interface with all types of people in a professional manner;
- Ability to effectively establish and maintain good working relations with judges, court staff, litigants, attorneys and the general public;
- Skill in maintaining filing and record systems;

- Ability to appropriately handle payments, reconcile accounts, and other financial transactions.

PREFERRED SKILLS

- Knowledge of basic legal terminology and court processes;
- Knowledge of the operations and functions of the Probation Department.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Work is performed in a standard office environment and court facilities
- May be exposed to infectious diseases and physical harm (Defensive Tactics training available)
- Great benefits

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