



Pima County Consolidated Justice Court

Job Description

Job Title:	Administrative Specialist II
Class Code:	5671
Class Title:	Administrative Assistant to the Deputy Court Administrator
FLSA:	Exempt
Court Status:	Court Classified
Minimum Qualifications:	
<p>A high school diploma or the equivalent and four years of specialized experience as an administrative assistant. OR: An Associate's Degree in Business or Public Administration or a closely related field and two years of the above-cited experience. OR: A Bachelor's Degree from an accredited college or university in one of the above-cited disciplines. OR: Any combination of education and/or experience as approved by Human Resources.</p>	
Licenses and Certificates:	
None required.	
Summary:	
<p>Assists and supports the Deputy Court Administrator and other court managers as necessary by performing administrative duties of a confidential nature in the day-to-day management of court operations, special assignments, and projects as requested. Offers flexibility, attention to detail, and independent problem-solving skills that will allow the Deputy Court Administrator the support required to lead the organization. This is a court-classified position that reports directly to the Deputy Court Administrator. This position has no supervisory responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> Serves as an office coordinator and professional gatekeeper for the Deputy Court Administrator; Oversees project management databases, organizes accompanying documents and keeps the Deputy Court Administrator and other court managers advised regarding project status; Drafts comprehensive reports; Receives, screens and directs multiple incoming communications for Court Administration. Responds to the public, court staff, media, and attorneys regarding requests, inquiries, and complaints via telephone and in-person; Coordinates, organizes, and schedules meetings, conferences, receptions, appointments, and travel; Responds to sensitive requests for information that may involve confidential matters; Communicates with judges, elected officials, court staff, and the public regarding issues related to Court Administration and Justice Court as directed; Prepares, proofs, and edits executive correspondence, travel authorizations, and administrative orders and special project materials; 	

- Coordinates meeting logistics by requesting, collecting, and organizing reports ahead of time, scheduling and setting up meeting venue, and preparing and maintaining meeting minutes;
- Sets up and maintains confidential administrative records and files;
- Orders supplies and maintains inventory;
- Responds to questions and issues, often of a confidential nature, in the absence of the Deputy Court Administrator or other court managers;
- Assists court management with special projects;
- Represents the Court at conferences, meetings, and committees as requested;
- Exhibits a high degree of professionalism and decorum at all times.

Additional Duties:

- Assists in the creation of new court forms by assigning and tracking form and procedure numbers; maintains Justice Court forms and procedures; orders forms as requested;
- Serves as the main telephone point of contact for court customers requesting a reasonable accommodation;
- Maintains an inventory of court supplies;
- Assists the Deputy Court Administrator in coordinating the start of a new Justice of Peace;
- Drafts, edits, and publishes the Court's newsletter;
- Assists Human Resources with scheduling interviews, applicants, testing, and special projects;
- Screens, organizes, and routes incoming mail and correspondence to the appropriate person(s);
- Completes travel arrangements on behalf of administrative staff and prepares reimbursement paperwork for review and approval;
- Reserves county vehicles for administration and court staff;
- Complete duties, special assignments, and projects as assigned.

Knowledge, Skills, and Abilities:

- Knowledge and experience in executive support practices;
- Strong written, verbal, and interpersonal communication skills are required.
- Strong knowledge of Business English, spelling, grammar, punctuation, and arithmetic;
- Proficient in utilizing MS Word, Excel, PowerPoint, and document sharing.
- Possess a working knowledge of Court and County policies and procedures;
- Knowledge of standard and automated filing practices and procedures;
- Experience preparing meeting logistics and completes minutes.
- Experience handling confidential issues and documents;
- Experience coordinating meetings, conferences, and projects;
- The ability to prioritize multiple tasks and activities.

Special Notice Items:

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the need for access to law enforcement, corrections, detention, and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

A valid AZ driver license is required at the time of appointment if duties will require court travel reimbursement. The successful applicant will be subject to a 39-month Motor Vehicle Record review to determine the applicant's suitability to operate a motor vehicle in accordance with Pima County administrative procedures. Out-of-state applicants must supply a 39-month Motor Vehicle record from their home state pursuant to Pima County Administrative Procedure 30-31 Driver Qualifications and Authorization.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

Physical/Sensory Items:

Typically performs duties in an office environment to include sitting for long periods and moving from one location to another. May need to lift material or equipment weighing twenty-five pounds or less.