

GILA COUNTY PROBATION DEPARTMENT JOB ANNOUNCEMENT

1100 E. MONROE STREET, GLOBE, AZ 85501
714 S. BEELINE HIGHWAY, PAYSON, AZ 85541

POSITION POSTED: **REVISED - August 7, 2012**

DEPARTMENT: **PROBATION**

POSITION: **OFFICE SUPERVISOR**

LOCATION: **PAYSON**

JOB CODE: **2012-009**

CLOSING DATE: **AUGUST 24, 2012**

ANNUAL SALARY: \$31,304.00-\$32,884.80, **DOE**

NATURE OF WORK:

Supervises and coordinates the daily activities and staff for an assigned area of the Gila County Probation Department; assures compliance of department activities with state and federal laws and court/county policies and procedures.

DUTIES AND RESPONSIBILITIES:

- Provides leadership, direction and coaching to subordinate employees: supervises the daily activities of staff; screens and assigns workload; plans, prioritizes and assigns tasks and projects; trains staff, monitors work and evaluates performance; ensures compliance with departmental policies and procedures, Code of Judicial Administration, State and Federal laws.
- Conducts staff meetings and one-on-one meetings with secretarial staff; ensures communication and training needs are met.
- Evaluates issues; recommends and implements solutions.
- Authorizes and monitors staff vacation/sick leave, accruals and compensatory time.
- Processes employee time sheets; records and maintains employee annual/sick leave and compensatory time accruals for the department; reviews payroll information for accuracy.
- Prepares a variety of correspondence, meeting minutes, reports, memoranda, and spreadsheets; ensures that correspondence and all other documents are prepared accurately and in accordance with department standards, rules and regulations.
- Prepares departmental legal forms to comply with policies and procedures, Arizona Revised Statutes and Code of Judicial Administration.
- Processes credit card statements, travel reimbursement forms and purchase demands.
- Conducts research on invoices, monitors and balances various accounts; verifying availability of funds and classification of expenditures; reviews reports and verifies information, including source data and department data; assist with budget preparation.
- Researches and compiles data in preparation for audits; provides information and/or assistance to auditors as required.
- Prepares purchase requisitions; compares invoices to purchase order; verifying and recording receipt of goods; confers with vendors as necessary.
- Prepares treasurer's receipts for state funded disbursements and federal contract reimbursements; deposits funds with County Treasurer's Office.
- Reviews juvenile and adult probation statistical reports from case management systems for quality assurance; resolves and corrects errors as required.
- Performs a variety of other administrative and general office functions including purchasing office supplies and/or equipment, coordinates required repairs and services and processes the purging files.
- Coordinates meetings, conferences, and travel arrangements.
- May serve as the department Training Coordinator in scheduling facilities and participants, arranging for set-up, and tracking attendance.
- Acts for the Office Manager in his/her absence.

Job Title: Office Supervisor

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines and may encounter irate or disgruntled public.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and three (3) years progressively responsible office experience; or any combination of education, training or experience which demonstrates the ability to perform the duties of the position. A valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Arizona Code of Judicial Administration; Arizona Rules of Court, Arizona Revised Statutes; Gila County Superior Court Judicial Merit System; County policies and procedures; legal terminology; court operations and procedures; general office practices and procedures; records management; business English, spelling and mathematics; specialized software relevant to area of assignment; supervisory principles, practices and methods.

Ability to:

Manage and supervise administrative activities and functions of an office; assign and prioritize multiple tasks, projects and demands; prepare complex legal correspondence and documentation; communicate effectively orally and in writing; prepares statistical data as required; train and evaluate employee performance.

Skills in:

Supervising, assigning, training staff; leading and coordinating administrative activities; preparing clear and comprehensive written and statistical reports; establishing and maintaining cooperative working relationships with others; effectively communicating in written and verbal forms; writing and completing accurate reports, technical documents and correspondence.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.