

SPECIAL STAFF ASSISTANT–UNCLASSIFIED - 7020 (READER)

Grade: U1 Minimum Hourly Starting Salary: \$14.48

SUMMARY:

This appointed position, in the Pima County Attorney's Office, is responsible for providing certain functions necessary to provide a reasonable accommodation for a disabled person under the provision of the Americans With Disabilities Act. The position will work directly with an attorney as part of a unit within the Criminal Division. This is an unclassified position, not subject to the Pima County Merit System Rules. **First screening will begin on March 4, 2019.**

DUTIES/RESPONSIBILITIES:

- Main duty of this position is to read (into a tape recorder) all material pertaining to the case: police reports, motions, jury instructions, property sheets, incoming mail, etc.
- Assist attorney to and from Courthouse, orientation of courtroom, help in the selection of a jury, exhibits, etc. Must read all documents to the Court for attorney and help locate material needed for exhibits, and take notes.
- Sort mail, help attorney with responding to motions, letters, and fill out documents and forms. Assist with calendaring of events and signing of documents. Keep attorney apprised of hearings and appointments.
- Assist in other tasks as necessary, which relates to the act of reading, or provide reasonable accommodation.

KNOWLEDGE AND SKILLS:

- Possess excellent communication and organization skills and the ability to interact well with staff, court personnel and victims.
- Possess computer skills in Microsoft Word, PowerPoint, Access and Excel.
- Deliver aloud the printed words of written, typed, displayed or printed text. Text may come in, but is not limited to, the form of documents, articles, legal statute, books, information displayed on a computer screen or printout.

OTHER REQUIREMENTS:

- Position requires a valid Arizona Driver's License.
- Must pass criminal background check and drug screen.

HOW TO APPLY:

Please submit a resume and cover letter to:

Pima County Attorney's Office
Gabriela Porfirio, Personnel Coordinator
32 N. Stone, 19th Floor
Tucson, Arizona 85701
Gaby.porfirio@pcao.pima.gov