## JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY

# EMPLOYMENT OPPORTUNITY

Employees of the Trial Courts, Adult Probation and Juvenile Probation Departments are employees of the Judicial Branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

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## OPEN COMPETITIVE

# ADMINISTRATIVE COORDINATOR IV

### Position available with Juvenile Probation - Detention Durango Division
### Work Location: 3125 W Durango, Phoenix, AZ 85009

NOTE: Per A.R.S. § 46-321, APPLICANTS WILL BE REQUIRED TO SIGN A NOTARIZED AFFIDAVIT REGARDING CRIMINAL RECORDS. CANDIDATES WHO COMPLETE THE INTERVIEW PROCESS AND ARE BEING CONSIDERED FOR SELECTION WILL BE REQUIRED TO UNDERGO A PRE-EMPLOYMENT DRUG SCREENING AND A COMPLETE BACKGROUND/CHARACTER CHECK.

**Recruitment Dates**

Monday, December 27, 2004 - Friday, January 7, 2005

**Salary**

$13.70 Per Hour

**Position Qualifications**

Bachelor's Degree in Business or Public Administration or other field related to the specific position and five years of administrative experience, OR an equivalent combination of education and job related experience, substituted on a year for year basis. **PREFERRED:** Bi-lingual (English/Spanish) skills preferred.

**Essential Job Tasks**

Draft correspondence and develop internal policies, procedures and practices relative to support staff. Create and type reports and other documents utilizing a variety of software. Train new staff. Provide administrative oversight for divisional scheduling, payroll and performance management. Facilitate communication with internal and external departments. Attend meetings and participate on various committees both on and off-site. Supervise and manage unit staff. Solve divisional and interdivisional problems. Maintain a valid Arizona Drivers License. Safely operate a motor vehicle. Perform other duties as assigned. Work a minimum of 40 hours per week/80 hours within a two-week time period. Demonstrate reliable attendance at work. Demonstrate appropriate time management skills. Prioritize a variety of tasks/emergencies.

**Selection Procedure**

Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. The Maricopa County Human Resources Department reserves the right to admit to the exam process only those candidates considered to be the most highly qualified. Those selected will be scored based on evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a pool provided by Human Resources.

**Filing Process**

Required County Application Form must be received by 5:00pm on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department, located in Suite 200 of the County Administration Building, 301 W. Jefferson St, Phoenix, Arizona, 85003-2145. Teletypewriter (TT) 602-506-1908, Recorded Jobline: 602-506-3329. You may also complete & submit applications via the Human Resources website. Our Internet Address: http://www.maricopa.gov

**Note to Employees**

In compliance with the Judicial Merit System Resolution and Rules (rev 4/02), Maricopa County employees who accept a position with a court department or judicial division of the Trial Courts or Probation Departments will serve an initial probationary period. Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

**What Happens To Application**

Please see our FAQ for complete information on recruitment process.

**Equal Employment Opportunity**

IT IS THE POLICY OF THE JUDICIAL BRANCH OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. THE JUDICIAL BRANCH OF MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

**Job Requisition Number:** 5851 / KB

Date Published: 12/27/04, 7a

Maricopa County

# EMPLOYMENT APPLICATION

*For employment consideration with*
*Maricopa County and the Superior Court of Arizona in Maricopa County.*

HUMAN RESOURCES DEPARTMENT
301 West Jefferson Street, Suite 200, Phoenix, Arizona, 85003
(602) 506-3329 job hotline, (602) 506-7903 fax, (602) 506-1908 TT
www.maricopa.gov

## General Information

Recruitment Code: 5851 KB
Located in the lower left corner of the Job Announcement

Social Security Number: _____
Disclosure of SSN is voluntary and is used for application tracking, record-keeping and data processing only.

Last Name

First Name MI

Mailing Address Apt.#

City State (Abbrev) Zip + 4

Home Phone Business Phone Message/Alternative Phone

### GENERAL INSTRUCTIONS

- Unless submitting online, type or print in black ink.
- Specify the recruitment for which you are applying. (Note: A **separate** application must be submitted for each recruitment. Photocopies are acceptable.)
- Sign the form, please note that all information given is subject to verification.
- If you need a reasonable accommodation with respect to this application or the application process, please contact the HR Department at 602-506-3895 or 602-506-1908 (TT).
- Submit the completed application by the closing date noted on the job announcement.
- Retain a copy of this application for your records. Once submitted copies will not be provided to applicants.

Use the Tab key or Shift & Tab together to move through the form. The fields in this form will generally accept an unlimited number of characters, however you must restrict your responses to the space provided. Use of lower case letters does afford you more room for responses. If additional space is required, attach a separate sheet with reference to the original application area.

## Check your response to each question.

Are you at least 18 years of age? ☐ Yes ☐ No

Are you authorized to work in the US? ☐ Yes ☐ No
Proof of identity and eligibility to work in the US will be required at the time of hire.

Are you currently employed by Maricopa County/Courts? ☐ Yes ☐ No

Have you ever worked for Maricopa County/Courts? ☐ Yes ☐ No

(All males between the ages of 18 and 26 must be registered with the Selective Service System or exempted.) If you are a male between the ages of 18 and 26, do you have proof of registration with the Selective Service System or exemption from such registration? ☐ Yes ☐ No

Have you been convicted of a crime(s) other than a minor traffic violation? ☐ Yes ☐ No
Convictions may not automatically disqualify you.

If yes, list date(s) and type(s) of offense(s): _____

## Check all you will accept, *taking note to include any required areas/shifts stated on the job announcement.*

**Employment Type**: Full-time ☐ Part-time ☐ Temporary ☐ Contract ☐

**Shifts**: Day ☐ Evening ☐ Night ☐ Rotating ☐ Weekends ☐

**Locations** (see map on page 7 of this file):
Any/All Locations ☐ Central (B,D,I) ☐ West (D,E,F) ☐ North (C,J,K) ☐ East (L,M) ☐ South (G,H) ☐ Other: _____

I certify all information given by me in this application is true. I authorize Maricopa County and the Superior Court of Arizona in Maricopa County to verify the information provided and realize that false information (misrepresentation or omission of information called for) is a basis for disqualification or dismissal. I have read the job announcement and the instructions to candidates and agree to the conditions established therein. I authorize Maricopa County and the Superior Court of Arizona in Maricopa County to contact current and previous employers if I am one of the top candidates. I further authorize current and former employers to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability for any damages that may result from furnishing such information.

**Sign here:**_____ **Date:**_____

If you are submitting your application in person or via the mail or fax, please sign it prior to sending it. If you are submitting your application electronically please note that, submission of this application on-line indicates that you agree to the statements in the above paragraph. Be also advised that should you be invited for an interview, you will be asked to sign a copy of your application there.

## Education

**Did you receive a High School Diploma or GED?** ☐ **YES** ☐ **NO** If no, highest grade completed _____

| **College/University:** *name and location* | **Sem. Hrs** | **Qtr. Hrs** | **Major** | **Type of Degree** | **Degree Awarded?** |
|---|---|---|---|---|---|
| | | | | | ☐ YES ☐ NO |
| | | | | | ☐ YES ☐ NO |
| | | | | | ☐ YES ☐ NO |

| **Business/Vocational/Technical Schools:** *name & location* | **Course of Study** | **# Weeks** | **# Hrs/week** | **Completed?** |
|---|---|---|---|---|
| | | | | ☐ YES ☐ NO |
| | | | | ☐ YES ☐ NO |

## Driver's License, Professional Licenses, Certifications and Registrations

| **Type(s)** | **Lic./Reg.#** | **Exp. Date** | **Licensed to practice in AZ** |
|---|---|---|---|
| | | | ☐ YES ☐ NO |
| | | | ☐ YES ☐ NO |
| | | | ☐ YES ☐ NO |

Please use a 4 digit year.

## Skill in languages other than English

If you are applying for a position which requires or prefers proficiency in a language other than English, or if you are proficient in another language and are willing to use it on the job, please complete the following section:

| **Language(s)** | **Check elements attained for each language** | | |
|---|---|---|---|
| | ☐ Read | ☐ Write | ☐ Speak |
| | ☐ Read | ☐ Write | ☐ Speak |
| | ☐ Read | ☐ Write | ☐ Speak |

## Software Survey

| **Rate your skill with the following software:** | **None** | **Basic** | **Moderate** | **Advanced** |
|---|---|---|---|---|
| Access | ☐ | ☐ | ☐ | ☐ |
| Excel | ☐ | ☐ | ☐ | ☐ |
| Internet Browsers | ☐ | ☐ | ☐ | ☐ |
| Outlook | ☐ | ☐ | ☐ | ☐ |
| Powerpoint | ☐ | ☐ | ☐ | ☐ |
| Word | ☐ | ☐ | ☐ | ☐ |
| Wordperfect | ☐ | ☐ | ☐ | ☐ |
| List other(s): | | | | |
| | ☐ | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ | ☐ |

## Work History

Begin with your **present** or most recent experience and work backward, **LIST YOUR WORK RECORD FOR THE LAST 10 YEARS.** If jobs held prior to 10 years ago relate to the position you are applying for, list those also. If more than one position has been held with the same organization (including employment with Maricopa County or military service), list each separately.

FAILURE TO PROVIDE COMPLETE AND ACCURATE INFORMATION WILL RESULT IN YOUR APPLICATION BEING DISQUALIFIED.
**Resumes in lieu of completion of this section will be considered only if all information requested on the application form is included.**

Current/Last Employer: _____ Kind of Business: _____

Address: _____ Phone Number: _____

Your Job Title: _____ Supervisor's Name: _____

From: _____/_____ (Month / Year) To: _____/_____ (Month / Year) Full-time ☐ Part-time ☐ # hours worked per week _____

Duties and Responsibilities:

If you supervised employees, please indicate number and type (e.g. Clerical, Professional, Trades, etc.)

Reason for Leaving:

List equipment, machinery, software used:

May we contact this employer? ☐ yes ☐ no

Previous Employer: _____ Kind of Business: _____

Address: _____ Phone Number: _____

Your Job Title: _____ Supervisor's Name: _____

From: _____/_____ (Month / Year) To: _____/_____ (Month / Year) Full-time ☐ Part-time ☐ # hours worked per week _____

Duties and Responsibilities:

If you supervised employees, please indicate number and type (e.g. Clerical, Professional, Trades, etc.)

Reason for Leaving:

List equipment, machinery, software used:

May we contact this employer? ☐ yes ☐ no

Previous Employer: _____ Kind of Business: _____

Address: _____ Phone Number: _____

Your Job Title: _____ Supervisor's Name: _____

From: _____/_____ (Month Year) To: _____/_____ (Month Year) Full-time ☐ Part-time ☐ # hours worked per week _____

Duties and Responsibilities:

If you supervised employees, please indicate number and type (e.g. Clerical, Professional, Trades, etc.)

Reason for Leaving:

List equipment, machinery, software used:

May we contact this employer? ☐ yes ☐ no

Previous Employer: _____ Kind of Business: _____

Address: _____ Phone Number: _____

Your Job Title: _____ Supervisor's Name: _____

From: _____/_____ (Month Year) To: _____/_____ (Month Year) Full-time ☐ Part-time ☐ # hours worked per week _____

Duties and Responsibilities:

If you supervised employees, please indicate number and type (e.g. Clerical, Professional, Trades, etc.)

Reason for Leaving:

List equipment, machinery, software used:

May we contact this employer? ☐ yes ☐ no

Previous Employer: _____ Kind of Business: _____

Address: _____ Phone Number: _____ _____

Your Job Title: _____ Supervisor's Name: _____

From: _____/_____ (Month Year) To: _____/_____ (Month Year) Full-time ☐ Part-time ☐ # hours worked per week _____

Duties and Responsibilities:

If you supervised employees, please indicate number and type (e.g. Clerical, Professional, Trades, etc.)

Reason for Leaving:

List equipment, machinery, software used:

May we contact this employer? ☐ yes ☐ no

If needed, attach additional sheets, using the same format as this application.

## Equal Employment Opportunities Survey

Maricopa County is an Equal Opportunity Employer. The information solicited on this page is being compiled by the Maricopa County Human Resources Department to comply with applicable federal and state regulations and to do related statistical research. You are not required to furnish this information, but your cooperation is encouraged. The information provided on this form is CONFIDENTIAL.

**DATE OF BIRTH**

_____
Month Day Year
Please use a 4 digit year.

**ETHNIC CATEGORY**

☐ **W**HITE (Not of Hispanic Origin)

☐ **B**LACK (Not of Hispanic Origin)

☐ **H**ISPANIC

☐ AMERICAN **I**NDIAN or ALASKAN NATIVE

☐ **A**SIAN or PACIFIC ISLANDER

**DISABLED?**

☐ **Y**es

☐ **N**o

**GENDER**

☐ **M**ALE

☐ **F**EMALE

**AGE**

Over 40?

☐ **Y**es

☐ **N**o

**HOW DID YOU FIRST LEARN OF THIS JOB?**
(Circle Only One Number)

1. *AZ Republic* Newspaper.
2. Other Newspaper; Newspaper Name: _____
3. Job Announcement posted in the Maricopa County Human Resources Department.
4. Professional Journal; Journal Name: _____
5. Radio Station Name: _____
6. From a County Employee.
7. Job listing posted in a different agency (such as DES); Agency Name: _____
8. Television; Name of Program: _____
9. Recorded Job Message.
10. Internet/Intranet
    - ☐ www.maricopa.gov or EBC
    - ☐ www.superiorcourt.maricopa.gov
    - ☐ www.azcentral.com or JobsArizona.com
    - ☐ Other: _____
11. Job Fair at _____
12. Other: _____

Your cooperation is appreciated.

## Resume

You may cut and paste a highlight or overview of your resume into the space provided below. (Should you be selected to interview, please bring your full resume with you at that time. Below, include any information that relates to the job for which you are applying.)

Print this Application

Submit

If the Recruitment Code below is correct, you have completed the application and you may print and send it to the address on the first page. If you'd like to submit your application electronically, click the "Submit" button. Please make a copy for your records by clicking the "printer icon" on the Acrobat toolbar -OR- click the print button on the left.

Recruitment Code: 5851 KB

**Separate the EEO survey and return it with your application then retain this page for your reference.**

## General Instructions and Information for Applicants

Maricopa County is an EQUAL OPPORTUNITY EMPLOYER which adheres to Merit System Principles. The Maricopa County Merit Systems Rules were established to ensure that vacancies are filled through fair and competitive evaluation procedures and without regard to race, religion, sex, national origin, age, disability or any other non-merit factor.

1. There are several types of job announcements that may be issued. The phrase directly above the title of the position will alert you to the type of recruitment:
   a. "Open Competitive" recruitments invite both County employees and the general public to apply.
   b. "Internal" recruitments invite specified groups of County employees to apply.
2. For those positions in which you are interested, read the complete job announcement. The announcement provides detailed information including the salary, nature of the work, the closing date for receipt of the applications and the minimum and/or special qualifications. All Open Competitive job announcements are available as printable PDF forms from our website.
3. Some of the available positions may involve working varied or rotating shifts and/or working at different locations. Only individuals who indicate on their applications willingness to work such shifts or in such locations will be considered. Note: Employees of Maricopa County are part of a dynamic organization that may require employee flexibility to changes in the work location and/or shift at the hiring department's discretion.
4. **BEFORE YOU COMPLETE THE APPLICATION,** check the job announcement to be sure that you possess the required skills, education, abilities and/or experience for the position.
5. It is important that you complete the entire application form in black ink (or type). Copies will only be accepted if they are extremely legible. To be considered, applications must be received by the specified closing date. Applications received after the closing date may not be considered. It is critical that you supply the correct recruitment code on each application. This information is located on the lower left hand corner of the front page of each announcement. This information will vary on each announcement.
6. Be sure to check over your application before you submit it. **ALL ITEMS MUST BE COMPLETED.** If items are left blank, your application cannot be properly reviewed and may be disqualified. Your application must be signed and dated. If there is a supplemental information form attached to the announcement, it must be submitted with the application for that announcement.

**NOTES TO CURRENT EMPLOYEES :** Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered. The FIRST position listed under Employment History must be your current position with Maricopa County. If you have held several different positions with Maricopa County or have held the same position but with different departments, they must be listed separately. Your personnel file will NOT be checked for this information.

## What happens to your application?

After your application is submitted, it goes through the following steps:

1. Following the closing date, the applications are reviewed; depending on the nature of the position, a screening committee may also be utilized. The time required for this process varies depending on the number of applications and the type of position.
2. You will be **NOTIFIED BY MAIL** of the results of this review. Depending on the exam requirements, you may be scheduled for an oral board interview, a written exam, performance test, and/or rated on pertinent training and experience as it is listed on your application. ***** (See ADA Accommodation Information section below.)
3. When you have successfully qualified on the required exam(s), your application will be maintained in an employment register. Departments which may have vacancies for the position will arrange and conduct employment interviews. The higher your score, the greater your opportunity for such referrals. The successful candidate will be selected from the list provided by the Human Resources Department. The department which conducts the interviews will notify those who are not selected.
4. If you are selected for a position covered by the Merit System Rules, you must successfully complete a probationary period of not less than six months. Initial probationary employees are ineligible to apply for other merit covered positions.
5. When a candidate is selected for **any position or temporary assignment,** other active applications will be removed from consideration.

## ADA Accommodation Information

*** Maricopa County is committed to providing reasonable accommodations to qualified individuals with disabilities under the Americans with Disabilities Act ("ADA"). If you need a reasonable accommodation with respect to this application or the application process, please contact the Maricopa County Human Resources Department at (602) 506-3895 or (602) 506-1908 (TT). If you have been scheduled for an exam, please contact us with your request for a reasonable accommodation for the exam prior to your scheduled exam date.**

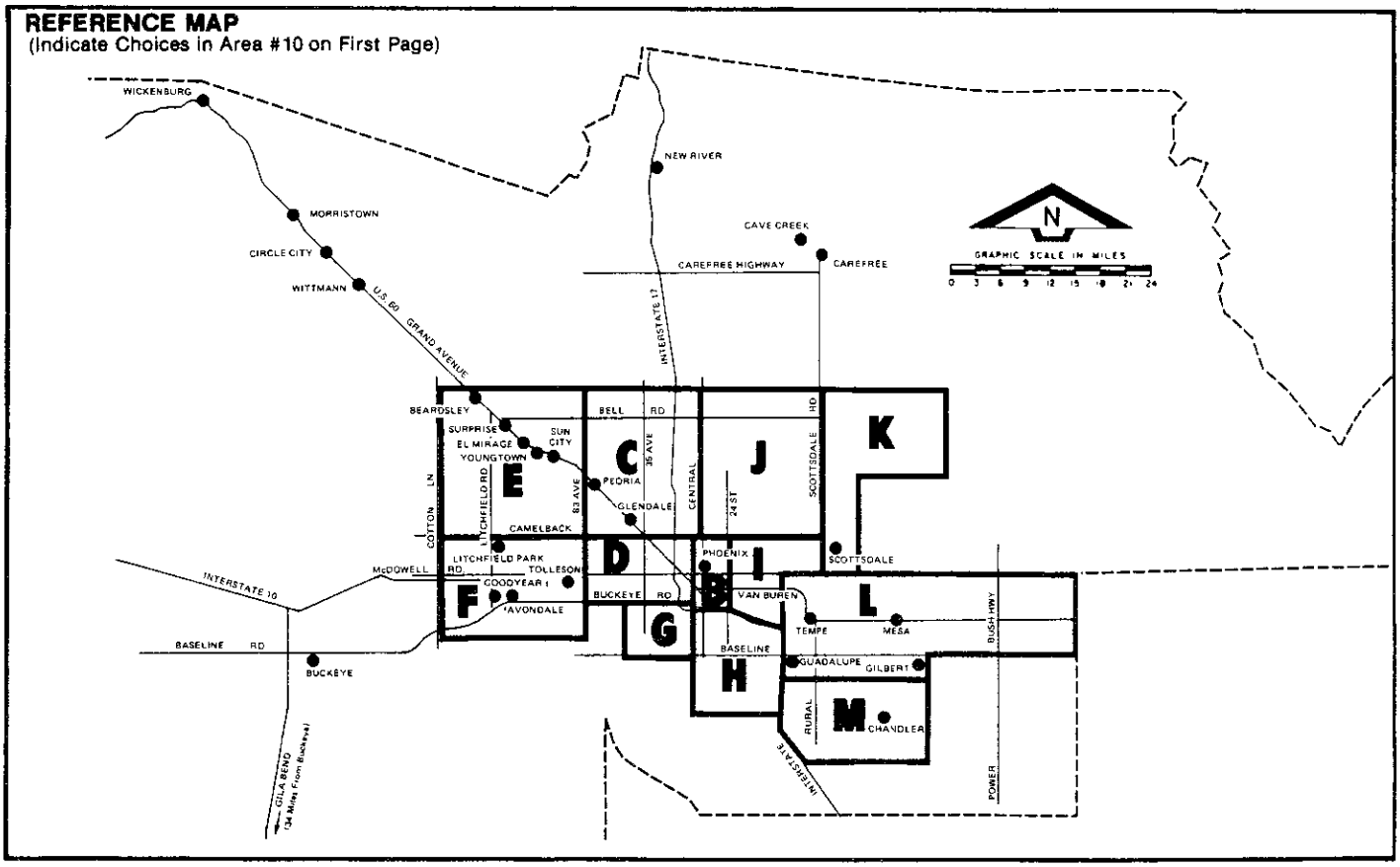
## Veterans'/ Employment Preference Points

**EMPLOYMENT PREFERENCE POINTS for Veterans (or their spouses) and Disabled Persons :** Effective August 27, 1977, Arizona Revised Statute 38-492 was amended and authorized preference points (not %) for four (4) major categories of applicants for merit system employment:

- **VETERAN** (5 points): A veteran of the Armed Forces of the United States who is separated under honorable conditions following more than six months of active duty.
- **DISABLED VETERAN** (10 points): An honorably separated veteran who served on active duty in the Armed Forces at any time and who has a service-connected disability or is receiving compensation or disability retirement benefits under laws administered by the Veterans Administration, Army, Navy, Air Force, Coast Guard, or Public Health Service.
- **VETERAN'S SPOUSE or SURVIVING SPOUSE** (5 points): A spouse or surviving spouse of any of the following: 1. Any veteran who died of a service-connected disability. 2. Any member of the Armed Forces who is serving on active duty and who, at the time of application, is listed by the Secretary of Defense of the United States in any of the following categories for not less than ninety days: missing in action, captured, forcibly detained or interned. 3. A person who has a total, permanent disability resulting from a service-connected disability or any person who died while the disability was in existence.
- **DISABLED PERSON** (5 points): An individual who has a physical or mental impairment that substantially limits one or more major life activities or has a record of such an impairment or is regarded as having such an impairment.

**TO SUBMIT A CLAIM:** If you feel you qualify on one or more of the four categories, obtain the claim form/information sheet from the Employment FAQs page at the Human Resources Internet (www.maricopa.gov/human_resources) website or contact HR at 602-506-3895 with your request.

- Certification for category I (Veteran) requires verification of DD Form 214 or other acceptable proof. A copy of the DD Form 214 may be submitted in lieu of the claim form. Submit only copies, as the documents will not be returned to the applicant.
- Certification for category II (Disabled Veteran) or III (Veteran's Spouse) may be obtained from the VA Regional Office or at Veterans Services Offices of the Arizona Department of Economic Security. If outside Arizona, you may also obtain certifying materials at your local VA Regional Office. The VA Claim Number must be furnished by you.
- Certification of category IV (Disabled Person): We will verify the information you provide through the medical authority you indicate on the claim form.

A maximum of ten (10) preference points will be applied to your final score, but only if you earn a passing grade without preference. Current employees are not eligible. Preference Points can only be added when the required documentation/verification has been received by the Human Resources Department.

## Reference map for location questions on page one.