



Volunteer Assistant Compliance Monitor

GENERAL PURPOSE: A Volunteer Assistant Compliance Monitor provides assistance to the Court Compliance Monitor by performing clerical work and overseeing a community service work program. Work includes supervising community restitution workers as they clean the downtown Casa Grande corridor for approximately 4 hours per week.

RECRUITMENT DATES: Recruitment will be open continuously until filled.

MINIMUM QUALIFICATIONS:

- Ability to work outside for a minimum of 4 hours per week
- Commitment to volunteer for a minimum of 12 hours per week
- Ability to supervise community service workers
- Organizational skills to track community service hours, maintain records, and file documents alphabetically
- Basic understanding of spreadsheets, word processors, and common office equipment

Physical Demands/Work Environment: Work is performed indoors and outdoors; must maintain a level of physical fitness necessary to effectively react to a physical confrontation or emergency situation. Must be able to bend, reach, kneel, crouch, crawl, and stoop when necessary.

HOW TO APPLY

Download the attached document and please submit in person or mail to: Casa Grande City Court, 375 E. 9th St., Casa Grande AZ, 85122

WHAT YOU NEED TO KNOW

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- If you need assistance applying for this volunteer position, please contact the Court at (520) 421-8675.

The City of Casa Grande is an equal opportunity employer; our employees demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.