

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

MUST BE AVAILABLE TO WORK 12 HOUR ROTATING SHIFTS

POSITION: JAIL PROPERTY CLERK

Posting# 6460-1215jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 17 \$13.45 per hour, \$1,076 Bi weekly

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: November 25, 2015

CLOSING DATE: December 10, 2015

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision of the Senior Jail Property Clerk, performs a variety of clerical duties related to the intake, inventory, and release of inmate property.

DUTIES INCLUDE: Issues jail clothing to inmates upon their dressing into the jail; records all cash, property, and personal belongings of inmates into a computer file and places items in an assigned property locker; reviews record with inmate and obtains signature that record is correct; stores inmates' property and clothing during their stay and maintains accurate records; returns property and clothing upon an inmate's release. Tags inmate's personal soiled linen at the time of booking and sends it to be laundered before placing in property locker; coordinates maintenance and repair of jail-issued clothing. Documents and stores excess inmate property received from Housing, prescriptions received from Medical, ordered commissary that the inmate is not yet eligible for, inmate property received from other entities, etc.; releases inmate property to the public as authorized.

EVALUATION AND SELECTION FACTORS INCLUDE:

Basic Knowledge of: the functions and policies of the Sheriff's Office; legal processes associated with the maintenance of inmate records and documents.

Working Knowledge of: standard office practices; proper grammar, spelling, and punctuation.

Basic Skill in: using various software programs unique to law enforcement and/or the Sheriff's Office

Working Skill in: reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions.

REQUIREMENTS FOR EMPLOYMENT: High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.