

*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

**POSITION: JRI SCREENING AND ASSESSMENT CLERK**

**Posting# 996480-1116jhm**

\*\*\*Position is based upon grant funding.\*\*\*

\*\*\* Three (3) positions available\*\*\*

**STARTING SALARY: Step 19 \$14.39 per hour, \$1,151 Bi Weekly**

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

**OPENING DATE: October 19, 2016**

**CLOSING DATE: Open Until Filled**

*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 a JRI Screening and Assessment Supervisor, performs a variety of clerical duties related to booking inmates into Utah County Security Center, and performing the Justice Reinvestment Initiative screening and assessment or those booking into jail.

**DUTIES INCLUDE:** Receives, reviews, and screens incoming inmates as mandated by JRI by using those screening tools contained in the state JRI database.

Receives, screens, and directs telephone calls and responds or directs questions at the booking window; may receive incoming inmate funds or bail and update records and issue receipts; may serve as bonded Bail Commissioner and Notary of Public.

Reviews inmate charges and status relative to Immigration and Customs Enforcement (ICE), Sex Offender Registry and other laws and/or programs and completes applicable paperwork and provides appropriate notification to involved agencies or parties. Runs warrants and driver's license checks to ensure no other charges are pending.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge of:** Standard office practices, proper grammar, spelling, and punctuation, functions and policies of the Sheriff's Office, legal processes associated with the maintenance of inmate records and documents.

**Skill in:** Reading, writing, and basic math, operating standard office equipment, Word processing, data entry, and basic spreadsheets, using various software programs unique to law enforcement and/or the Sheriff's Office.

**Ability to:** Maintain cooperative working relationships with those contacted during the course of work activities, communicate effectively verbally and in writing, distill relevant and useful elements from vast amounts of information, understand broad objectives and follow general instructions, use tact, discretion, and independent judgement within established guidelines.

**REQUIREMENTS FOR EMPLOYMENT:** High school diploma or equivalent. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:** Incumbent must be bondable and must obtain State of Utah Certificate of Authority of Notary Public and certification for Utah Criminal Justice Information System access during the probationary period for new hires or during the trial period for promoted County employees. Incumbent must complete required annual training to maintain certification(s).

**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.