

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

OPEN TO CAREER SERVICE SHERIFF'S OFFICE EMPLOYEES – Merit Code 04, 06, 08

POSITION: JRI SCREENING AND ASSESSMENT SUPERVISOR

Posting #996481-0817jhm

Position is based upon grant funding.

REQUIRED ATTACHMENTS TO APPLICATION:

- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 26 \$16.91 – Step 32 \$19.46 per hour, \$1,353- \$1,557 Bi weekly

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

OPENING DATE: July 17, 2017

CLOSING DATE: Open Until Filled

***All applications received by July 25, 2017** will be screened by the HR Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is 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 the Senior Jail Records Clerk, performs a variety of complex clerical duties relating to the maintenance of inmate files and records including court documents, release records, and criminal and institutional history record.

DUTIES INCLUDE: Receives, reviews and documents all court and legal documents regarding inmate screening forms for all inmates; maintains and organizes inmate records in hard copy and in the computer including incarceration data for accuracy, reviews all work by Justice Reinvestment Initiative Screeners.

Reviews charges and court orders, and inmate sentences to determine inmates; appropriate commitment status and to schedule corresponding release dates; communicates with the courts, judges, attorneys, and Adult Probation on questions relating to an inmate's incarceration status. Submits assignment to court and enters the assessment information into state data bases.

EVALUATION AND SELECTION FACTORS INCLUDE:

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

Considerable Knowledge of: Sheriff's Office policies and procedures, GRAMA regulations and other laws, codes, or regulations relevant to work performed.

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 and three (3) years of general clerical support work experience. Equivalent combinations of educations and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **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 obtain, and thereafter maintain, 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.

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 Human Resource 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.