

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

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: OFFICE SPECIALIST III - Enforcement ** 2 positions Posting# 6483-0418jhm**
May underfill as Office Specialist II-Enforcement # 6486

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 20-\$15.19 to Step 26-\$17.45 hourly, \$1,215-\$1,396 Bi weekly
Salary will be determined upon experience and or education

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

OPENING DATE: April 19, 2018

CLOSING DATE: Open Until Filled

***All applications received by April 26, 2018** 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: Performs clerical and secretarial duties designed to expedite the customer service, reception, incident data, and case records management functions of the Patrol or Investigations Division of the Sheriff's Office.

Office Specialist III-Enforcement: Works under general supervision from the Office Manager in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

DUTIES INCLUDE: Performs complex administrative duties related to general fiscal processes, i.e., purchase orders, monitoring vendor agreements; tracking order status and verification of delivery; posts purchase activity to proper accounts; prepares billings for contract security and law enforcement services; prepares various service related reports, calculates hours of response time; follows up on customer billing issues; maintains record of inventory for deputy equipment.

Acts as "Records Specialist"; performs maintenance of case file system; maintains accurate, comprehensive, and up-to-date incident and property records utilizing hard copy records and computer system; processes traffic accident reports and completes data entry for citations; establishes and maintains case files, finger print cards, etc.; disseminates reports to departmental and other agency officials; obtains driver's license information, vehicle registration, Utah Criminal History, NCIC III (Interstate Identification Index), Out-of-State vehicle registration, driver's license information, NCIC wanted persons, stolen autos, and property checks, etc.; coordinates with various requesting agencies and court officials; processes records checks as requested by federal, state and local agencies; processes background, criminal history and GRAMA requests.

DUTIES (cont.)

Prepares monthly FBI/BCI report; accumulates and organizes system information records and data bases as needed to prepare and complete; reports total criminal and law enforcement activity according to established categories, i.e. homicide, burglary, rape, assault, auto theft, shoplifting, etc.; distributes copies of reports to appropriate parties or agencies.

Provides clerical support for the creation and processing of various civil documents and warrants requiring service by the Sheriff's department; coordinates with administrators, deputies, attorney, judicial and court personnel; assures accuracy of arrest information and distributes to other agencies and jurisdictions; creates and maintains record log, collects fee for service, creates collection report and deposits revenues with county auditor. Maintains court calendar; tracks case court times and appraises staff of hearings; maintains contact with attorneys, courts, judges and crime labs as needed to follow up on case reports to obtain final disposition and verify court dates.

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation, civil functions of the Sheriff's Office; legal processes associated with the maintenance of public records and documents.

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, basic bookkeeping.

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; distill relevant and useful elements from vast amounts of information, train and lead others.

REQUIREMENTS FOR EMPLOYMENT: *Office Specialist III-Enforcement:* High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered.

Office Specialist II-Enforcement: High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education 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: Must possess a valid State of Utah driver license and must *obtain* Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or during the trial period for promoted Utah County employees and maintain certification thereafter. County employees being reassigned or transferred to this classification must possess BCI certification upon reassignment or transfer.

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 Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.