

POSITION: SENIOR OFFICE SPECIALIST-Corrections

Posting # 6484-0819jhm

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: SENIOR OFFICE SPECIALIST-Corrections

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*****May underfill as Office Specialist-Corrections #6487*****

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 \$17.45 – Step 32 \$20.08, \$1,396 - \$1,606 Bi weekly

*****#6487 Step 20 \$15.19, \$1,215 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: August 7, 2018

CLOSING DATE: August 21, 2018

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 as needed to provide support to various jail programs and expedite the day-to-day record keeping functions of the Corrections Bureau of the Sheriff's Office. Works under general supervision of an 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:

GPS, Jail Industries, Work Diversion: Establish and maintain a variety of GPS, Jail Industries and Work Diversion inmate files and records; monitor progress and completion of court ordered actions; utilize jail computer system to data enter deputy reports, employer reports, work program information etc. by updating the "incident screen" within the records system. Assist with the intake and classification process of GPS, Jail Industries, or Work Diversion inmates; gather information, legal documents, criminal histories, warrants, driver licenses, etc.; documents inmate fees; track information via Utah Criminal Justice Information System; determine assignment or GPS "travel" zone according to guidelines.

Medical Records: Receive and interpret medical billing statements; verify and pay invoices including medical bills, jail doctor and dentist, and office supplies; prepare and/or code billings from outside medical providers; generate related correspondence as needed to ensure accuracy and control quality; enter data information into the county GERMS system. Record medical services provided to inmates; document and post co-pays and other insurance details into medical bookkeeping software; follow specialized guidelines regarding INS inmates and document activity via INS Tar website provider, coordinate with Transportation to take inmates to outside

Jail Operations: Receive revenues and makes daily deposits of bail money processed through booking operations; verify amounts and allocates money to proper courts; ensure receipts and monies balance; prepare monthly INS billings for illegal aliens housed by the County. Research, generate, and send bills monthly to bail bondsmen for bonds written, and to U.S. Marshals for detainer fees.

Corrections Reception: Screen law enforcement officers, AP&P officers, attorneys, medical personnel, for admittance into secure area of facility, including verifying court paperwork, to allow them to visit with inmates. Accept and record Pay to Stay payments.

Transportation, Video Arraignment: Coordinate scheduling of transportation for inmate medical, juvenile court, and civil transports; prepare orders for transportation of inmates from court documents. Coordinate transportation assignments with deputies to meet the demands of service.

For a complete job description and minimum requirements for both #6484 Senior Office Specialist or #6487 Office Specialist-Corrections, refer to Utah County website: www.utahcounty.gov

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: standard office practices, proper grammar, spelling, and punctuation, corrections functions of the Sheriff's Office, legal processes associated with the maintenance of public records and documents, policies and procedures, GRAMA regulations and other laws, codes, or regulations relevant to work performed.

Skilled 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, bookkeeping.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities, communicate effectively verbally and in writing, understand broad objectives and follow general instructions, distill relevant and useful elements from vast amounts of information, train and lead others.

REQUIREMENTS FOR EMPLOYMENT: High school diploma or equivalent. 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. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.** #6487 requires high school diploma or equivalent. Three years of general clerical support work experience. Equivalent combinations of education and experience may also be considered.

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.