

**POSITION: Office Specialist-Operations**

**Posting # 6485-1018jhm**

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](mailto: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**

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### **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: Grade 502 -Step 20-\$15.19-Step 26-\$17.45, \$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: October 9, 2018**

**CLOSING DATE: October 23, 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 duties as needed to expedite day-to-day record keeping and civil processing functions and provides support to various programs and/or divisions of the Sheriff's Office.

### **DUTIES INCLUDE:**

#### **Records**

Receive and process background record checks for government agencies, the public, individual corporations and various law enforcement agencies. Process subpoenas received weekly for copies of information and records. Obtain County Attorney approval as needed. Establish and maintain various files and records related to enforcement records including patrol, investigations, sex crimes, judicial. Monitor completion of court ordered actions. Provide detailed and technically complex GRAMA information to customers and prepares related reports. Obtain County Attorney approval as needed. Type letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required. Scan hard copy report, creates data record, record background checks.

#### **Warrants/Civil Process**

Process reports and citations by preparing misdemeanor and felony arrest forms and determine the appropriate office to forward information needed for prosecution of case. Enter criminal and felony warrant information into County Spillman system or NCIC daily. Receive and review all civil process documents for compliance with applicable laws and codes including civil bench warrants through private attorneys and state agencies. Maintain document control and tracking. Receive, sort, and distribute criminal and civil subpoenas for service. Assist the public by phone or in person. Calculate and/or receive fees, record information, and monitor accounts. Prepare and ensure accuracy of various financial reports.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Working Knowledge of:** standard office practices

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

**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.

**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, understand broad objectives and follow general instructions.

**REQUIREMENTS FOR EMPLOYMENT:** 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:** Incumbents assigned to Records or Warrants/Civil Process 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. Incumbents assigned to Warrants/Civil Process must be bondable and must obtain State of Utah Certificate of Authority of Notary Public within first three months in position. County employees being reassigned or transferred to the Records or Warrants/Civil Process function 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.