

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 II- Corrections
May underfill at Office Specialist I - # 6490

Posting# 6487-0816jhm

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 Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 18 \$14.05 per hour, \$1,124 Bi weekly
#6490 Step 14 \$12.80 per hour \$1,024 Bi weekly

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

OPENING DATE: July 22, 2016

CLOSING DATE: August 5, 2016

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.

Office Specialist II - Corrections: This full performance level works under general supervision from the Office Manager or Jail Industries Office Supervisor in performing duties of considerable difficulty that involve some independent judgement.

DUTIES INCLUDE:

GPS, Jail Industries, Work Diversion

Establishes and maintains a variety of GPS, Jail Industries and Work Diversion inmate files and records; monitors progress and completion of court ordered actions; utilizes jail computer system to data enter deputy reports, employer reports, work program information etc. by updating the "incident screen" within the records system.

Medical Records

Receives and interprets medical statements; prepares and/or codes billings from outside medical providers; generates related correspondence as needed to ensure accuracy and control quality; data enters information into the county EMR system.

Jail Operations

Receives revenues and makes daily deposits of bail money processed through booking operations; verifies amounts and allocates money to proper courts; ensures receipts and monies balance; prepares monthly INS billings for illegal aliens housed by the County.

Transportation, Video Arraignment

Coordinates scheduling of transportation for inmate medical, juvenile court, and civil transports; prepares orders for transportation of inmates from court documents. Coordinates transportation assignments with deputies to meet the demands of service. Processes correspondence via teletype for extraditions of inmates wanted in other states.

EVALUATION AND SELECTION FACTORS INCLUDE:**Office Specialist II - Corrections**

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

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: *Office Specialist II-Corrections:* 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 GPS, Jail Industries, or Work Diversion 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 County employees and maintain certification thereafter. County employees being reassigned or transferred to this classification and 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 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.