

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 JAIL PROPERTY CLERK

Posting # 6494-0318ksa

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 23 – 29, \$16.31 - \$18.71 per hour / \$1,304.44 - \$1,496.40 Biweekly
Salary will be determined upon experience and or education

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

OPENING DATE: March 1, 2018

CLOSING DATE: March 15, 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: Under general supervision of a Sergeant, supervises and trains others in processes related to the receiving, tracking, and releasing of inmate property. This supervisory classification requires a thorough knowledge of the policies, procedures, and laws affecting the work.

DUTIES INCLUDE:

Train Property Clerks in work processes. Monitor performance to ensure procedures are followed. Provide feedback and coach employees for improved performance. Provide input for performance appraisals and conduct appraisals in conjunction with the Sergeant.

Coordinate Property Clerk time off requests with the Sergeant to ensure appropriate coverage and perform all duties as necessary to ensure efficient operation of the Property function.

Assist in Booking and Records as assigned.

Review clerical and administrative work processes and provide suggestions to improve methods used. Update and implement department policies relating to assigned function as approved. Handle difficult or confrontational situations and resolve unusual problems.

Control the keys to the property room, lockers, and window. Issue jail clothing to inmates upon their dressing into the jail. Record all cash, property, and personal belongings of inmates into a computer file and place items in an assigned property locker. Review record with inmate and obtain signature that record is correct. Stores inmates' property and clothing during their stay and maintain accurate records. Returns property and clothing upon an inmate's release. Tag inmate's personal soiled linen at the time of booking and sends it to be laundered before placing in property locker.

Coordinate maintenance and repair of jail-issued clothing. Document and store excess inmate property received from Housing, prescriptions received from Medical, ordered commissary that the inmate is not yet eligible for, inmate property received from other entities, etc. Release inmate property to the public as authorized.

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Coordinate all issues concerning the mail including screening incoming and outgoing letters, books, and magazines for contraband and security/safety concerns.

Use the Canteen System to document an inmate's expenditures and incoming funds. Distribute check or cash according to guidelines to inmates with a positive account balance at time of release.

Coordinate with Jail Industries Program to generate and print program checks from Canteen System.

Provide information on inmates according to applicable law to Office of Recovery Services (ORS) regarding inmates' jail monetary account and process garnishments when appropriate.

Provide notification of an inmate's release or acceptance into a jail income-earning program.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: standard office practices, proper grammar, spelling, and punctuation, Sheriff's Office policies and procedures, legal processes associated with the maintenance of inmate records and documents, 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 and/or the Sheriff's Office, basic bookkeeping

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, train and lead others.

REQUIREMENTS FOR EMPLOYMENT:

High school diploma or equivalent, five (5) years of clerical support work experience of which two years are related to the duties described above.

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.

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.