



Jail Property Clerk

Job Description

Department: Sheriff
Position: Career Service
Starting Step: 17, Table 14
Supervisory: No
Reports to: Senior Jail Property Clerk

Summary

Under general supervision of the Senior Jail Property Clerk, performs a variety of clerical duties related to the intake, inventory, and release of inmate property.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. 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. Store inmates' property and clothing during their stay and maintain accurate records. Return property and clothing upon an inmate's release.
2. Tag inmate's personal soiled linen at the time of booking and send it to be laundered before placing in property locker. Coordinate maintenance and repair of jail-issued clothing.
3. 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.
4. Coordinate all issues concerning the mail including screening incoming and outgoing letters, books, and magazines for contraband and security/safety concerns.
5. Use commissary 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 commissary system.
6. Provide information on inmates according to applicable law to Office of Recovery Services (ORS) regarding inmates' jail monetary account and processes garnishments when appropriate. Provide notification of an inmate's release or acceptance into a jail income-earning program.

Knowledge, Skills, and Abilities

Knowledge of the functions and policies of the Sheriff's Office

Knowledge of legal processes associated with the maintenance of inmate records and documents

Knowledge of standard office practices

Knowledge of proper grammar, spelling, and punctuation

For Office Use Only

Class Code: 6460

Class Title: Jail Property Clerk

FLSA: Non-Exempt

Effective Date: 7/21/2017

Public Safety: No

Worker's Compensation: County

Background Level: Civilian

Safety Sensitive:

DOT: No

Skilled in using various software programs unique to law enforcement and/or the Sheriff's Office
Skilled in reading, writing, and basic math
Skilled in operating standard office equipment
Skilled in word processing, data entry, and basic spreadsheets
Ability to maintain cooperative working relationships with those contacted during the course of work activities
Ability to communicate effectively verbally and in writing
Ability to understand and follow clear work instructions

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a jail property room. This position occasionally exposes the incumbent to strong odors including cleaning chemicals. This job requires frequent contact with inmates which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This job requires the incumbent to work rotating twelve (12) hour shifts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 20 pounds, but may occasionally need to move objects weighing up to 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

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Required Education and Experience

- 1. High school diploma or equivalent
- 2. And one (1) year of general clerical support work experience
- 3. Equivalent combinations of education and experience may also be considered

Additional Eligibility Qualifications

- 1. Selected applicants are subject to, and must pass, a full background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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