

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: JRI SCREENING AND ASSESSMENT CLERK
CLASS CODE: 6480

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 1/12/2016
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision of a JRI Screening and Assessment Supervisor, performs a variety of clerical duties related to booking inmates into Utah County Security Center, and performing the Justice Reinvestment Initiative screening and assessment of those booking into jail.

ESSENTIAL FUNCTIONS

Receives, reviews, and screens incoming inmates as mandated by JRI by using those screening tools contained in the state JRI database.

Receives, screens, and directs telephone calls and responds or directs questions at the booking window; may receive incoming inmate funds or bail and update records and issue receipts; may serve as bonded Bail Commissioner and Notary of Public.

Reviews inmate charges and status relative to Immigration and Customs Enforcement (ICE), Sex Offender Registry and other laws and/or programs and completes applicable paperwork and provides appropriate notification to involved agencies or parties. Runs warrants and driver's license checks to ensure no other charges are pending.

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge of:

Standard office practices.

Proper grammar, spelling, and punctuation.

Functions and policies of the Sheriff's Office.

Legal processes associated with the maintenance of inmate 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 and/or the Sheriff's Office.

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.

CLASS TITLE: JRI SCREENING AND ASSESSMENT CLERK
CLASS CODE: 6480
PAGE 2

PHYSICAL DEMANDS

Regularly:

Sits, walks, stands, or stoops.

Works for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building. Work regularly exposes the incumbent to moderate noise and occasionally exposes the incumbent to strong odors including cleaning chemicals. Work requires frequent contact with inmates and the public which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Work requires the incumbent to work rotating twelve (12) hour shifts.

EDUCATION AND EXPERIENCE

High school diploma or equivalent.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Incumbent must be bondable and must obtain State of Utah Certificate of Authority of Notary Public and certification for Utah Criminal Justice Information System access during the probationary period for new hires or during the trial period for promoted County employees. Incumbent must complete required annual training to maintain certification(s).

Selected applicants may be subject to a background check.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.