



JRI Screening and Assessment Clerk

Job Description

Department: Sheriff
Position: Grant Funded Career Service
Starting Step: 19, Table 14
Supervisory: No
Reports to: JRI Screening and Assessment Supervisor

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 or those booking into jail.

Essential Functions

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

1. Receive, review, and screen incoming inmates as mandated by JRI by using those screening tools contained in the state JRI database.
2. Receive, screen, and direct telephone calls and respond or direct 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.
3. Review inmate charges and status relative to Immigration and Customs Enforcement (ICE), Sex Offender Registry and other laws and/or programs and complete applicable paperwork and provide appropriate notification to involved agencies or parties. Run warrants and driver's license checks to ensure no other charges are pending.

Knowledge, Skills, and Abilities

Knowledge of standard office practices

Knowledge of proper grammar, spelling, and punctuation

Knowledge of functions and policies of the Sheriff's Office

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

Skilled in reading, writing, and basic math

Skilled in operating standard office equipment

Skilled in word processing, data entry, and basic spreadsheets

Skilled in 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

Ability to communicate effectively verbally and in writing

Ability to distill relevant and useful elements from vast amounts of information

For Office Use Only

Class Code: 6480

Class Title: JRI Screening and Assessment Clerk

FLSA: Non-Exempt

Effective Date: 7/21/2017

Public Safety: No

Worker's Compensation: County

Background Level: Civilian

Safety Sensitive:

DOT: No

Ability to understand broad objectives and follow general instructions
Ability to use tact, discretion, and independent judgement within established guidelines

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 an open booking room environment. This position occasionally exposes the incumbent to strong odors including cleaning chemicals. This role 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. 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. Work 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.

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.

Required Education and Experience

1. High school diploma or equivalent

Additional Eligibility Qualifications

1. 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
2. Incumbent must complete required annual training to maintain certification(s)

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3. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
4. Selected applicants may be subject to, and must pass, a 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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