

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE SPECIALIST I/II/III - OPERATIONS  
CLASS CODE: I - 6488 II - 6485 III - 6482

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II- NONE III - LEAD

EFFECTIVE DATE: 09/17/2014  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Performs clerical and secretarial duties as needed to expedite day-to-day record keeping and civil processing functions and provide support to various programs and/or divisions of the Sheriff's Office.

## **CLASS CHARACTERISTICS**

**Office Specialist I - Operations:** Works under close to general supervision from the Office Manager or Warrants Supervisor in performing duties at the entry or training level. Performs routine tasks that are less complex or detailed than those performed at the full performance level.

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

**Office Specialist III - Operations:** Works under general supervision from the Office Manager or Warrants Supervisor in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

## **ESSENTIAL FUNCTIONS**

### **Records**

Receives and processes background record checks for government agencies, the public, individual corporations and various law enforcement agencies; processes subpoenas received weekly for copies of information and records; obtains County Attorney approval as needed.

Processes GRAMA requests by providing relevant and important information according to established departmental guidelines; collects fees and issues receipts; prepares monthly deposit of collection fees.

Establishes and maintains various files and records related to enforcement records including patrol, investigations, sex crimes, judicial; monitors completion of court ordered actions; provides detailed and technically complex GRAMA information to customers and prepares related reports.

Scans hard copy reports, creates data records; records background checks; types letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required.

Compiles monthly UCR reports and submits to appropriate state agency.

### **Emergency Services**

Participates in the general preparation of applications and administration of various grants submitted to the State of Utah according to strict FEMA guidelines required for reimbursement; submits documentation quarterly for reimbursement of operational costs including wages, per diem, mileage, training, supplies, and equipment etc.; maintains files for auditing purposes.

Coordinates office procedures and practices; provides secretarial support for emergency services, wildland fire services, dispatch, and volunteer programs including entering and tracking purchase orders, typing,

filing, copying, creating forms, and assisting with training manuals.

Assists in the preparation and participates in the annual Chemical Stockpile Emergency Preparedness (CSEPP) disaster exercise; maintains and records Search and Rescue incidents and training for statistical and grant purposes; prepares and submits wildland fire billings for each fire incident to include local and out of state expenditures.

### **Warrants/Civil Process**

Processes reports and citations by preparing misdemeanor and felony arrest forms and determines the appropriate office to forward information needed for prosecution of case; enters criminal and felony warrant information into County Spillman system or NCIC daily.

Provides extradition information and reports to law enforcement agencies, the public, and others as requested; coordinates and submits appropriate paperwork for Governor's Warrants with the state extradition office.

Receives and reviews all civil process documents for compliance with applicable laws and codes including civil bench warrants through private attorneys and state agencies; maintains document control and tracking.

Receives, sorts, and distributes criminal and civil subpoenas for service; processes served Ex Parte Protective Orders, Protective Orders, and Stalking Injunctions; coordinates Sheriff's Sale process and prepares related documents.

Assists the public by phone or in person; calculates and/or receives fees, records information, and monitors accounts; prepares and ensures accuracy of various financial reports.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### ***Office Specialist I - Operations***

**Working Knowledge of:** Standard office practices; proper grammar, spelling, and punctuation.

**Skill in:** Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

**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.

#### ***Office Specialist II - Operations***

In addition to the knowledge, skills, and abilities listed above:

**Working Knowledge of:** The functions of the Sheriff's Office; legal processes associated with the maintenance of public records and documents.

**Skill in:** Using various software programs unique to law enforcement.

**Ability to:** Understand broad objectives and follow general instructions.

#### ***Office Specialist III - Operations***

In addition to the knowledge, skills, and abilities listed above:

**Considerable Knowledge of:** Sheriff's Office policies and procedures, GRAMA regulations and other laws, codes, or regulations relevant to work performed.

**Skill in:** Basic bookkeeping.

**Ability to:** Train and lead others.

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**PHYSICAL DEMANDS**

Regularly sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle.

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 office or other environmentally controlled room.

**EDUCATION AND EXPERIENCE**

**Office Specialist I - Operations:** High school diploma or equivalent and one (1) year 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.

**Office Specialist II-Operations:** 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.

**Office Specialist III-Operations:** High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly 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.

Selected applicants may be subject to a background check.

**LICENSING AND CERTIFICATION**

Incumbents assigned to Records or Warrants/Civil Process 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. Incumbents assigned to Warrants/Civil Process must be bondable and must obtain State of Utah Certificate of Authority of Notary Public within first three months in position. County employees being reassigned or transferred to the Records or Warrants/Civil Process function must possess BCI certification upon reassignment or transfer.

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

**CAREER LADDER ADVANCEMENT**

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

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.