

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: JAIL RECORDS CLERK
CLASS CODE: 6493

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 5/21/2012 (REPLACES 9/24/2009 VERSION)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision of the Senior Jail Records Clerk, performs a variety of complex clerical duties relating to the maintenance of inmate files and records including court documents, release records, and criminal and institutional history records.

ESSENTIAL FUNCTIONS

Receives, reviews and documents all court and legal documents regarding inmates; maintains and organizes inmate records in hard copy and computer including reviewing incarceration data for accuracy; notifies medical personnel of inmate commitments and need to conduct diagnostic evaluations.

Reviews court orders and inmate sentences to determine inmates' appropriate commitment status and to schedule corresponding release dates; communicates with the courts, judges, attorneys, and Adult Probation and Parole on questions relating to an inmate's incarceration status.

Tracks temporarily released inmates on funeral, therapy, or medical release or similar jail release programs such as Jail Diversion to ensure return to jail according to terms of temporary release; initiates action on inmates that fail to return according to terms.

Tracks and schedules transportation of inmates for court appearances within and outside of Utah County; contacts out-of-county jurisdictions regarding warrants and coordinates appropriate action including pickup, and transfer and release of inmates; assists in coordinating extradition for inmates detained on NCIC detainers.

Maintains records on inmates held on ICE holds and coordinates billing, transportation, and release.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Performs inmate booking and/or property booking duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

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

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

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.

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PHYSICAL DEMANDS

Regularly: sits, walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; 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 location is near inmate booking and may expose the incumbent to unknown circumstances due to unpredictable behavior of inmates.

EDUCATION AND EXPERIENCE

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

Incumbent must obtain, and thereafter maintain, 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.

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.