

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SENIOR JAIL PROPERTY CLERK
CLASS CODE: 6494

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 5/10/2012 (replaces 9/24/2009 version of Senior Jail Booking Division Clerk)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision of a Sergeant, supervises and trains others in processes related to the receiving, tracking, and releasing of inmate property. This supervisory classification requires a thorough knowledge of the policies, procedures, and laws affecting the work.

ESSENTIAL DUTIES

Trains Property Clerks in work processes; monitors performance to ensure procedures are followed; provides feedback and coaches employees for improved performance; provides input for performance appraisals and conducts appraisals in conjunction with the Sergeant.

Coordinates Property Clerk time off requests with the Sergeant to ensure appropriate coverage and performs all duties as necessary to ensure efficient operation of the Property function; assists in Booking and Records as assigned.

Reviews clerical and administrative work processes and provides suggestions to improve methods used; updates and implements department policies relating to assigned function as approved.

Handles difficult or confrontational situations and resolves unusual problems.

Controls the keys to the property room, lockers, and window.

Issues jail clothing to inmates upon their dressing into the jail; records all cash, property, and personal belongings of inmates into a computer file and places items in an assigned property locker; reviews record with inmate and obtains signature that record is correct; stores inmates' property and clothing during their stay and maintains accurate records; returns property and clothing upon an inmate's release.

Tags inmate's personal soiled linen at the time of booking and sends it to be laundered before placing in property locker; coordinates maintenance and repair of jail-issued clothing.

Documents and stores 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.; releases inmate property to the public as authorized.

Coordinates all issues concerning the mail including screening incoming and outgoing letters, books, and magazines for contraband and security/safety concerns.

Uses the Canteen System to document an inmate's expenditures and incoming funds; distributes check or cash according to guidelines to inmates with a positive account balance at time of release. Coordinates with Jail Industries Program to generate and print program checks from Canteen System.

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Provides information on inmates according to applicable law to Office of Recovery Services (ORS) regarding inmates' jail monetary account and processes garnishments when appropriate; provides notification of an inmate's release or acceptance into a jail income-earning program.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Thorough Knowledge of: Sheriff's Office policies and procedures, legal processes associated with the maintenance of inmate records and documents, 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; basic bookkeeping.

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; train and lead others.

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.

Occasionally: lifts or otherwise moves objects weighing up to 50 pounds; ascends and descends ladders or stools.

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 which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. Work may require the incumbent to work rotating twelve (12) hour shifts.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of clerical support work experience of which two years are 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.

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.