

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SEX OFFENDER COMPLIANCE SPECIALIST
CLASS CODE: 6495

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision from the Office Manager, performs routine administrative and complex clerical duties designed to expedite the customer service, reception, incident data entry, and case records management functions for the Sex Crimes Division of the Sheriff's Office. Monitors, tracks, and registers all convicted non-supervised sex offenders within Utah County. This advanced clerical position requires considerable knowledge of laws pertaining to sex offender registration and tracking.

ESSENTIAL FUNCTIONS

Performs complex administrative duties related to general fiscal processes, i.e., purchase orders, monitoring vendor agreements; tracking order status and verification of delivery; posts purchase activity to proper accounts; prepares billings for contract security and law enforcement services; prepares various service related reports, calculates hours of response time; follows up on customer billing issues; maintains record of inventory for deputy equipment.

Monitors sex offender court cases, reviews court records; monitors and maintains sex offender registrations; conducts face-to-face interviews with offenders to gather information; participates in tracking sex offenders residing in Utah County; provides training to jail personnel for the proper and timely completion of registration forms; ensures compliance with established procedures; provides training to local agency officers regarding registration requirements.

Processes, tracks, enters and forwards reports; compiles monthly statistical and payroll reports for forwarding to Utah Attorney General's office.

Assists with the coordination of task force meetings; attends meetings and provides assistance to task force members as required; provides member agencies with sex offender information, conducts database research; composes correspondence and disseminates information.

Offers testimony in court related to sex offender non-compliance with registration requirements; monitors and maintains accurate knowledge base of state statutes related to sex offender registry.

Takes and transcribes dictation; independently prepares correspondence and recurring reports for signature; coordinates office procedures and practices; establishes and maintains a variety of files and records; monitors progress and completion of court-ordered actions; types letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required; processes office actions requiring technical knowledge and several steps for completion; provides detailed and technically complex information to customers, and prepares related reports; coordinates activities with businesses, other governmental entities, or citizens; organizes and independently performs or leads project work.; proofreads others' documents, correspondence, and data input reports for correctness, clarity, and completeness.

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Receives, directs, and resolves citizen complaints.
Coordinates some office functions with other County departments or divisions
Arranges meetings or conferences, takes notes, transcribes, and distributes minutes.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: General office management practices and procedures of the Sheriff's Office; state statutes governing sex crimes registration; basic bookkeeping and accounting methods; the civil functions of the Sheriff's Office and its interrelationship with other county departments; interpersonal communication skills; computer terminal operation and programs unique to civil document processing requirements; various computer applications including word processing, data entry, and spreadsheets.

Working knowledge of: Law enforcement software; administrative procedures; legal processes associated with the maintenance of public records and documents; GRAMA; interpersonal communication skills.

Skill in: Written and verbal communication.

Ability to: Maintain cooperative relationships with those contacted in the course of work activities; distill relevant and useful elements from vast amounts of information; correctly use grammar, spelling, and punctuation.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds; Occasionally drive a motor vehicle; Use tools or equipment requiring a high degree of dexterity; and Work for sustained periods of time maintaining concentrated attention to detail.

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 other environmentally controlled room.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience of which two (2) 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 possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must become certified to access BCI, state computer systems, sex offender registration system, and other data bases and systems within 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.