



Office Manager - Sheriff

Job Description

Department: Sheriff
Position: Career Service
Starting Step: 29, Table 14
Supervisory: Yes
Reports to: Chief Deputy or Under Sheriff

Summary

Under general supervision from a Chief Deputy or Under Sheriff, performs supervisory, administrative support and advanced clerical work in managing the day-to-day office operations and clerical personnel of an assigned bureau or function within the Sheriff's Office.

Essential Functions

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

1. Supervise, plan, and coordinate the work of assigned personnel. Oversee training and ensure work is completed accurately and efficiently. Identify, evaluate, and resolve personnel concerns. Evaluate performance and conduct performance appraisals. Make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure. Conduct staff meetings.
2. Participate in the preparation of the annual budget. Prepare and maintain office accounting records including purchase orders, budget adjustments, payroll, and accounts payable and receivable. Determine need for and order office materials, equipment, and supplies.
3. Review clerical and administrative work processes and improve methods used. Monitor and update department policies relating to assigned function. Establish and maintain filing and other systems. Handle difficult or confrontational customers and resolve unusual problems. Perform all duties of subordinates to ensure efficient operation of the office.

ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT

Operations

1. Supervise records management operations. Monitor release of information requested from private and public agencies. Ensure all releasing of information complies with Government Records Access Management Act (GRAMA) regulations. Coordinate release of information with the County Attorney's Office.
2. Oversee the release of records relating to background/criminal history investigations and inquiries. Ensure private and protected information is not released. Oversee and monitor criminal expungements as required by the court system.
3. Oversee clerical personnel and processes relating to judicial services, civil processing, court security, and fugitive warrants.

For Office Use Only

Class Code: 6497
Class Title: Office Manager - Sheriff
FLSA: Non-Exempt
Effective Date: 7/21/2017
Public Safety: No

Worker's Compensation: County
Background Level: Civilian
Safety Sensitive: No
DOT: No

Corrections

1. Oversee and/or prepare monthly billing for State of Utah felony inmates housed by the County. Review status of all inmates booked in and out of the facility and prepare reimbursement documents. Monitor status of inmates to ensure accuracy of monthly billing statements. Participate in Department of Corrections audits.
2. Process necessary information for payroll for assigned divisions. Utilize the County's time-entry system to ensure proper reporting of work time. Oversee assigned division personnel responsible for reporting and entering work time data. Generate and sign off on division payroll reports.
3. Process travel for Corrections Division. Research pricing and practicality for all methods and each aspect of the travel, make reservations, enter associated purchase orders, and ensure reconciliation upon completion of travel.
4. Track employee evaluations for Corrections Division to make sure they are sent to Personnel in a timely manner.
5. Create purchase orders for kitchen, corrections, and inmate supplies. Submit for payment.
6. Act as Purchase Card custodian and reconcile related bank statement.
7. Oversee clerical personnel and processes relating to balancing and depositing bail money, updating and archiving inmate booking records, bookkeeping and data entry related to medical services provided to inmates, and coordinating transportation needs of inmates.

Enforcement

1. Oversee clerical personnel assigned to perform case file maintenance. Maintain comprehensive and up-to-date incident and property records. Assist detectives with criminal research, i.e. Utah Criminal History, NCIC III, out-of-state vehicle registration, driver's license information, NCIC wanted persons, stolen autos, property checks, and background checks.
2. Oversee the processing and distribution of monthly FBI/BCI reports totaling criminal and law enforcement activity according to established categories of homicide, burglary, rape, assault, auto theft, shoplifting etc.
3. Oversee clerical personnel assigned to monitor and maintain sex offender registrations and perform other duties relating to tracking sex offenders residing in Utah County.

Knowledge, Skills, and Abilities

Knowledge of Office management practices and procedures of the Sheriff's Office, Utah County Rules and Regulations, GRAMA regulations and other laws, codes, or regulations specific to assignment

Knowledge of proper grammar, spelling, and punctuation

Skilled in reading, writing, and basic bookkeeping

Skilled in operating stand office equipment

Skilled in word processing, data entry, document composition, and spreadsheet creation.

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 effectively motivate and supervise others

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Ability to maintain confidentiality of sensitive records and information
Ability to create and maintain record keeping, filing systems, and other work processes

Supervisory Responsibility

This position has direct supervisory responsibility, and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. 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. This position drives a motor vehicle.

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 30 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
2. And five (5) years of complex clerical or administrative support work experience including two years directly related to the duties described above
3. Equivalent combinations of education and experience may also be considered

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisory experience

Additional Eligibility Qualifications

1. Selected applicants must pass a typing test at or above the rate of 40 WPM net

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2. Incumbents assigned to Enforcement or Operations 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. County employees being reassigned or transferred to this classification, and assigned to Enforcement or Operations, must possess BCI certification upon reassignment or transfer
3. Applicants 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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