



# Jail Property Clerk

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 503  
Supervisory: No  
Reports to: Sergeant - Corrections

### Summary

Under general guidance and direction of a Sergeant - Corrections, performs a variety of clerical duties related to the intake, inventory, and release of inmate property.

### Essential Functions

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

1. Issue jail clothing to inmates upon their dressing into the jail.
2. Document inmate cash, property, and personal belongings; store items in assigned property locker; review record and locker contents with inmate and obtain signature confirmation.
3. Maintain storage of inmates' property and clothing during their stay; maintain accurate records; return property and clothing upon-release.
4. Tag soiled personal linens of inmate at the time of booking; send to be laundered before placing in property locker.
5. Coordinate maintenance and repair of jail-issued clothing.
6. Document and store excess inmate property such as items received from Housing, prescriptions received from Medical, ineligible ordered commissary, and inmate property received from other entities.
7. Release inmate property to the public as authorized.
8. Coordinate inmate mail distribution; screen incoming and outgoing letters, books, and magazines for contraband and security/safety concerns.
9. Document inmate expenditures and incoming funds; record in commissary system; coordinate with Jail Industries Program to generate and print program checks.
10. Distribute check or cash to inmate upon release when a positive account balance remains, per guidelines.
11. Provide jail monetary account information to Office of Recovery Services (ORS), per applicable law; process garnishments when appropriate.

### For Office Use Only

Job Code: 6460  
Job Title: Jail Property Clerk  
FLSA: Non-Exempt  
Effective Date: 11/21/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of the functions and policies of the Sheriff's Office
- Knowledge of legal processes associated with the maintenance of inmate records and documents
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in using various software programs unique to law enforcement and/or the Sheriff's Office
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- 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 understand and follow clear work instructions

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a jail property room in the partially environmentally controlled Utah County Security Center. This position occasionally exposes the incumbent to strong odors including cleaning chemicals. This job requires frequent contact with inmates, which presents a risk of bodily injury and exposure to unpleasant, dangerous, or even life-threatening situations. Work may expose the incumbent to individuals who are agitated, angry, uncooperative, or otherwise upset. 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 job requires the incumbent to work rotating twelve (12) hour shifts. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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. The 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 supplies up to twenty (20) pounds but may occasionally need to move objects weighing up to fifty (50) pounds. The employee occasionally drives a motor vehicle.

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**Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be 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**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. High School Diploma or equivalent.
2. One (1) year of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and 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.

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**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 \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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