



Office Specialist - Corrections

Job Description

Department: Sheriff
Position: Career Service
Grade: 716
Supervisory: No
Reports to: Varies by assignment

Summary

Under general guidance and direction of the assigned supervisor, performs clerical and secretarial duties as needed to support various security center programs and expedites the day-to-day record keeping functions of the Corrections Bureau in the Sheriff's Office. The incumbent works at a full performance level under general supervision, performing duties of considerable difficulty that require some independent judgment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be assigned to one or more of the following functional areas:

GPS, Jail Industries, Work Diversion

1. Establish and maintain a variety of GPS, Jail Industries, and Work Diversion inmate files and records.
2. Monitor progress and completion of court ordered actions; enter deputy reports, employer reports, work program information, etc. into the Jail Management System (JMS).
3. Assist with the intake and classification process of GPS, Jail Industries, or Work Diversion inmates; gather information, legal documents, criminal histories, warrants, and identification; track information via Utah Criminal Justice Information System.
4. Determine assignment or GPS travel zone according to guidelines.
5. Perform bookkeeping and billing activities for Jail Industries inmate accounts; collect and deposit GPS fees; distribute inmate checks and document inmate fees; process money requests and distribute cash to inmates upon approval; coordinate inmate compliance with Office of Recovery Services for timely collection of child support payments.
6. Monitor inmate mandatory savings program.
7. Collect fines and fees from inmates for violation of rules and regulations.

Medical Records

1. Receive and interpret medical billing statements; verify and pay invoices including medical bills; prepare and/or code billings from outside medical providers; enter data into the county GERMS

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Public Safety: No

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Safety Sensitive: No
DOT: No
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system; document inmate accounts related to medications issued; generate related correspondence as needed to ensure accuracy and control quality.

2. Record medical services provided to inmates; document and post co-pays and other insurance details into medical bookkeeping software; create appropriate billings.
3. Schedule outside medical provider appointments with contract provider and coordinate with Transportation to take inmates to outside appointments; assist nursing staff by documenting services rendered; monitor the accuracy of service records and results of tests; prepare monthly report for submission to the Department of Health.
4. Create and maintain diet lists; determine special diet instructions and needs and apprise kitchen staff of inmate issues.
5. Take and transcribe dictation; attend administrative and case management meetings; take minutes; maintain an inventory of supplies; scan and archive records.

Security Center Operations

1. Receive revenues and make daily deposits of bail money processed through booking operations; verify amounts and allocate money to proper courts; balance receipts and monies.
2. Research, generate, and send bills monthly to bail bondsmen for bonds written, and to U.S. Marshals for detainer fees.
3. Prepare court related documents daily based upon posted bail; submit release records to the courts; maintain booking files; process and update records to reflect inmate status and release; archive records according to procedure.
4. Expunge records as approved or ordered by the courts; ensure timeliness and completeness of expungements.
5. Oversee identification badge process for entrance into security center facilities; utilize camera and computer software to create identification badges.
6. Assist in entering and tracking purchase orders.
7. Monitor office supplies; ensure availability of needed inventory.

Corrections Reception

1. Monitor admittance into secure area of facility; screen approved visitors including law enforcement officers, Adult Probation and Parole officers, attorneys, and medical personnel; verify court paperwork.
2. Accept and record Pay to Stay payments.
3. Answer incoming calls; provide assistance, transfer calls, and take messages as needed.

Transportation, Video Arraignment

1. Schedule transportation for inmate medical, juvenile court, and civil transports: maintain transportation schedule; prepare orders for transportation of inmates from court documents.
2. Coordinate transportation assignments with deputies to meet the demands of service.
3. Process correspondence via teletype for extraditions of inmates wanted in other states.

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4. Communicate via phone with courts, law enforcement agencies, administrators, attorneys, the public, and co-workers regarding the transportation of inmates.
5. Prepare paperwork and schedule video arraignments within the jail.
6. Monitor office supplies; ensure availability of needed inventory; initiate purchases and monitor delivery of materials.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of the corrections functions of the Sheriff's Office
- Knowledge of legal processes associated with the maintenance of public records and documents
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to law enforcement
- Ability to type accurately and at an acceptable rate, based on job duties
- 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 broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information

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

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may occasionally expose the incumbent to individuals in uncomfortable, emotionally charged, or dangerous circumstances. The noise level in the work environment is usually moderate. 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.

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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 supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

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. Three (3) years of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

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.
3. Incumbents assigned to GPS, Jail Industries, or Work Diversion 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. Said probationary period shall not exceed twelve (12) months; said trial period shall not exceed twenty-four (24) months. County employees being reassigned or transferred to this classification and function must possess BCI certification upon reassignment or transfer.

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.

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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.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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