



Office Specialist - Enforcement

Job Description

Department: Sheriff
Position: Career Service
Grade: 502
Supervisory: No
Reports to: Office Manager - Sheriff

Summary

Under close to general supervision from the Office Manager, performs clerical and secretarial duties designed to expedite the customer service, reception, incident data, and case records management functions of the Patrol or Investigations Division of the Sheriff's Office. Performs specialist duties at an entry to full performance level, duties of considerable difficulty, involving some independent judgement.

Essential Functions

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

1. Act as Records Specialist, perform duties including, but not limited to the following:
 - a. Perform maintenance of case file system
 - b. Maintain accurate, comprehensive, and up-to-date incident and property records utilizing hard copy records and computer system
 - c. Process traffic accident reports and complete data entry for citations
 - d. Establish and maintain case files, fingerprint cards, etc.
 - e. Disseminate reports to departmental and other agency officials
 - f. Obtain driver's license information, vehicle registration, Utah Criminal History, NCIC III (Interstate Identification Index), Out-of-State vehicle registration, NCIC wanted persons, stolen autos, and property checks
 - g. Coordinate with various requesting agencies and court officials
 - h. Process records checks as requested by federal, state and local agencies
2. Prepare monthly FBI/BCI report; accumulate and organize system information records and data bases as needed to prepare and complete; report total criminal and law enforcement activity according to established categories, i.e. homicide, burglary, rape, assault, auto theft, shoplifting, etc.; distribute copies of reports to appropriate parties or agencies.
3. Provide clerical support for the creation and processing of various civil documents and warrants requiring service by the Sheriff's department; coordinate with administrators, deputies, attorney, judicial and court personnel; assure accuracy of arrest information and distribute to

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Public Safety: No

Worker's Compensation: Clerical
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Safety Sensitive: No
DOT: No
ML: Individual Contributor

- other agencies and jurisdictions; create and maintain record log, collect fee for service, create collection report and deposit revenues with County Auditor.
4. Maintain court calendar; track case court times and apprise staff of hearings; follow up on case reports to obtain final disposition and verify court dates; maintain contact with attorneys, courts, judges and crime labs as needed.
 5. Establish and maintain files, performing duties including but not limited to:
 - a. Record and report complaints received by the Sheriff's Office
 - b. Log, compile and file all information and documents
 - c. Receive and process civil/criminal documents, review for accuracy, assign to deputies for service
 - d. Monitor disposition of document, manage change in documents and orders, log disposition and bills for appropriate fees and returns to agencies
 - e. Receipt and deposit payments
 6. Log legal documents such as writs, summonses, supplemental orders, civil bench warrants, trustee sales, and orders of sales for processing; monitor all logs, documents, records and information processed by the division to assure correctness and accuracy; initiate changes as needed.
 7. Assist in the preparation and processing of officer reports; transcribe witness statements from recordings; take statements from witnesses.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of the civil 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
- Skilled in basic bookkeeping
- 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 and follow broad objectives instructions
- Ability to distill relevant and useful elements from vast amounts of information

Supervisory Responsibility

This position has no direct supervisory responsibility.

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Work Environment

Work is performed 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.

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 or move 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. Selected applicants must obtain Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or the trial period for promoted County employees. Said probationary period shall not exceed twelve (12) months; said trial period shall not exceed twenty-four (24) months. Employee must maintain certification thereafter. County employees being reassigned or transferred to this classification must possess BCI certification upon reassignment or transfer.

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2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. 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.

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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