



Office Specialist - Operations

Job Description

Department: Sheriff
Position: Career Service
Grade: 502
Supervisory: No
Reports to: Sergeant

Summary

Performs clerical duties as needed to expedite day-to-day record keeping and civil processing functions and provides support to various programs and/or divisions of the Sheriff's Office.

Essential Functions

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

Records

Receive and process background record checks for government agencies, the public, individual corporations and various law enforcement agencies.

Process subpoenas received weekly for copies of information and records. Obtain County Attorney approval as needed.

Establish and maintain various files and records related to enforcement records including patrol, investigations, sex crimes, judicial.

Monitor completion of court ordered actions.

Provide detailed and technically complex GRAMA information to customers and prepares related reports. Obtain County Attorney approval as needed.

Type letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required.

Scan hard copy report, creates data record, record background checks.

Warrants/Civil Process

Process reports and citations by preparing misdemeanor and felony arrest forms and determine the appropriate office to forward information needed for prosecution of case

Enter criminal and felony warrant information into County Spillman system or NCIC daily.

For Office Use Only

Class Code: 6485
Class Title: Office Specialist - Operations
FLSA: Non-Exempt
Effective Date: 10/04/2018
Public Safety: No

Worker's Compensation: Clerical
Background Level: Level I
Safety Sensitive: No
DOT: No

Receive and review all civil process documents for compliance with applicable laws and codes including civil bench warrants through private attorneys and state agencies. Maintain document control and tracking.

Receive, sort, and distribute criminal and civil subpoenas for service.

Assist the public by phone or in person.

Calculate and/or receive fees, record information, and monitor accounts. Prepare and ensure accuracy of various financial reports.

Knowledge, Skills, and Abilities

Working Knowledge of standard office practices

Knowledge of proper grammar, spelling, and punctuation

Knowledge of the 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; using various software programs unique to law enforcement.

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

Ability to distill relevant and useful elements from vast amounts of information.

Ability to understand broad objectives and follow general instructions.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone, ten key, 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 office supplies up to 30 pounds.

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Position Type/ Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:00 a.m. to 4:00 p.m., Monday through Friday, and 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

Minimal travel required, if any.

Required Education and Experience

High school diploma or equivalent and three (3) years of general clerical support work experience. 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.

Additional Eligibility Qualifications

Incumbents assigned to Records or Warrants/Civil Process 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. Incumbents assigned to Warrants/Civil Process must be bondable and must obtain State of Utah Certificate of Authority of Notary Public within first three months in position. County employees being reassigned or transferred to the Records or Warrants/Civil Process 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.

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 _____

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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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