



Senior Corrections Records Associate

Job Description

Department: Sheriff
Position: Career Service
Grade: 505
Supervisory: No
Reports to: Sergeant - Corrections

Summary

Under general direction of a Sergeant, leads and trains others in the maintenance of inmate files and records including court documents, release records, and criminal and institutional history records. This advanced clerical classification requires a thorough knowledge of the policies, procedures, and laws affecting the work.

Essential Functions

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

1. Train Corrections Records Associates in work processes and ensure procedures are followed; delegate work, provide feedback, and coach employees for improved performance; conduct performance appraisals in conjunction with the Sergeant.
2. Provide initial comprehensive training to Booking Clerks and provide additional input and training as requested by the Sergeant.
3. Coordinate Corrections Records Associate time off requests with the Sergeant to ensure appropriate coverage and perform all duties as necessary to ensure efficient operation of the Records function; assist in Booking and Property as assigned.
4. Serve as Terminal Agency Coordinator (TAC) with the Bureau of Criminal Identification (BCI) for operators at the security center who access the Utah Criminal Justice Information System (UCJIS) and other data bases; administer testing and provide training.
5. Review clerical and administrative work processes; provide suggestions for improvements; update and implement department policies relating to assigned functions as approved.
6. Manage difficult or confrontational situations and resolve unusual problems; research and resolve inmate grievances pertaining to records; as directed by a sergeant, make corrections to criminal histories when needed and disseminate notification of changes.
7. Receive, review and process all court and legal documents regarding inmates; ensure incarceration data is accurate; maintain and organize inmate records electronically and in hard copy; notify medical personnel of inmate commitments including when diagnostic evaluations are needed.

For Office Use Only

Job Code: 6469
Job Title: Senior Corrections Records Associate
FLSA: Non-Exempt
Effective Date: 7/7/2020
Public Safety: No

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

8. Research inmate demands for 180-day dispositions; notify prosecuting attorney and courts of jurisdiction.
9. Enter and verify charges in County system; ensure inmates with felony charges are appropriately billed to the State of Utah.
10. Complete documents received from the military; research inmate records.
11. Process US Marshall and Attorney General writs for federal prosecution.
12. Initiate DNA collection for reimbursement of costs; research charges in court system; verify arrestee convictions with the Utah State Crime Lab.
13. Determine appropriate commitment status and schedule corresponding release dates; review court orders and inmate sentences; communicate with courts, judges, attorneys, and Adult Probation and Parole as needed.
14. Monitor inmates on jail release programs; track inmates released for funeral, therapy, medical, Work Diversion, or other temporary release; initiate action on inmates who fail to return according to the terms of the temporary release.
15. Track and schedule transportation of inmates for court appearances; contact out-of-county jurisdictions as needed regarding warrants; coordinate appropriate actions including pickup, transfer, and release of inmates; assist in coordinating extradition for inmates detained on National Crime Information Center (NCIC) detainees.

Knowledge, Skills, and Abilities

- Knowledge of Sheriff's Office policies and procedures
- Knowledge of legal processes associated with the maintenance of inmate records and documents, GRAMA regulations, and other laws, codes, or regulations relevant to work performed
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- 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 and/or the Sheriff's Office
- 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 distill relevant and useful elements from vast amounts of information
- Ability to understand broad objectives and follow general instructions
- Ability to use tact, discretion, and independent judgement within established guidelines
- Ability to train and lead others

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Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department and may oversee the training and work of others.

Work Environment

Work is performed in an environmentally controlled area of the Utah County Security Center. Work regularly exposes the incumbent to moderate noise and occasionally exposes the incumbent to strong odors including cleaning chemicals. Incumbent may be exposed to contagious or infectious diseases. Work location is near inmate booking and may expose the incumbent to unknown circumstances due to unpredictable behavior of inmates. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. May be required to drive Utah County owned vehicles in the course of conducting County business. 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 sit, stand, stoop, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to twenty (20) 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. Five (5) years of complex clerical support work experience of which two (2) years are performing the duties of a Corrections Records Associate.
3. Equivalent combinations of education and experience may also be considered.

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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. Incumbent must possess and thereafter maintain State of Utah Certificate of Authority of Notary Public.
- 2. Incumbent must be certified for Utah Criminal Justice Information System access, and complete required annual training to maintain certification.
- 3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 4. 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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