



# Senior Office Specialist - Corrections

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 504  
Supervisory: No  
Reports to: Office Manager

### Summary

Performs clerical and secretarial duties as needed to provide support to various jail programs and expedite the day-to-day record keeping functions of the Corrections Bureau of the Sheriff's Office. Works under general supervision of an Office Manager in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

### Essential Functions

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

#### GPS, Jail Industries, Work Diversion

1. Establish and maintain a variety of GPS, Jail Industries and Work Diversion inmate files and records; monitor progress and completion of court ordered actions; utilize jail computer system to data enter deputy reports, employer reports, work program information etc. by updating the "incident screen" within the records system.
2. Assist with the intake and classification process of GPS, Jail Industries, or Work Diversion inmates; gather information, legal documents, criminal histories, warrants, driver licenses, etc.; documents inmate fees; track information via Utah Criminal Justice Information System; determine assignment or GPS "travel" zone according to guidelines.
3. Perform bookkeeping and billing activities for Jail Industries inmate accounts via Canteen Computer programs; collect and deposit GPS fees weekly; distribute inmate checks; process money requests and distributes cash to inmates upon approval; monitor inmate mandatory savings program; coordinate inmate compliance with Office of Recovery Services for timely collection of child support payments; collect fines and fees from inmates for violation of rules and regulations (tobacco and/or drug use etc.).

#### Medical Records

1. Receive and interpret medical billing statements; verify and pay invoices including medical bills, jail doctor and dentist, and office supplies; prepare and/or code billings from outside medical providers; generate related correspondence as needed to ensure accuracy and control quality; enter data information into the county GERMS system.

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FLSA: Non-Exempt

Effective Date: August 6, 2018

Public Safety: No

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Safety Sensitive:

DOT: No

2. Record medical services provided to inmates; document and post co-pays and other insurance details into medical bookkeeping software; follow specialized guidelines regarding INS inmates and document activity via INS Tar website.
3. Schedule all outside medical provider appointments with contract provider, coordinate with Transportation to take inmates to outside appointments; assist nursing staff by documenting services rendered such as TB tests; monitor the accuracy of service records and results of tests and test readings; prepare monthly report for submission to the department of health.
4. Create and maintain diet lists; determine special diet instructions and need and apprise kitchen staff of inmate issues; document inmate accounts related to medications issued and creates proper billings.
5. Take and transcribe dictation; attend administrative and case management meetings; take minutes; maintain an inventory of supplies; scan and archive records.

### **Jail Operations**

1. Receive revenues and makes daily deposits of bail money processed through booking operations; verify amounts and allocates money to proper courts; ensure receipts and monies balance; prepare monthly INS billings for illegal aliens housed by the County.
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 releasing; archive records according to procedure; expunge records as approved or ordered by the courts; ensure timeliness and completeness of expungements.
4. Oversee identification badge process for entrance into jail facilities; utilize camera and computer software to create identification badges.
5. Assist in entering and tracking purchase orders and in entering and distributing bi-weekly payroll for jail operations.

### **Corrections Reception**

1. Screen law enforcement officers, AP&P officers, attorneys, medical personnel, for admittance into secure area of facility, including verifying court paperwork, to allow them to visit with inmates.
2. Accept and record Pay to Stay payments.
3. Researches new addresses on returned billings.
4. Assist in entering bi-weekly payroll for jail operations.
5. Answer incoming calls and either provide assistance, transfer calls, or take messages.

### **Transportation, Video Arraignment**

1. Coordinate scheduling of transportation for inmate medical, juvenile court, and civil transports; 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. Answer phone calls from the 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.

## **Competencies**

### **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

Knowledge of Sheriff's Office policies and procedures

Knowledge of GRAMA regulations and other laws, codes, or regulations relevant to work performed

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 bookkeeping

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

Ability to train and lead others

### **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 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. This job may require the operation of a motor vehicle.

### **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 office supplies up to 30 pounds.

**Position Type/ Expected Hours of Work.**

Incumbent 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**

This position requires up to 5 percent travel.

**Required Education and Experience**

1. High school diploma or equivalent
2. And five (5) years of general clerical support work experience of which two years are directly related to the duties described above
3. Equivalent combinations of education and experience may also be considered

**Preferred Education and Experience**

**Additional Eligibility Qualifications**

1. Selected applicants must pass a typing test at or above the rate of 40 WPM net
2. Selected applicants may be subject to a 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. 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.

**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.

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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 \_\_\_\_\_

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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