



Senior Office Specialist - Enforcement

Job Description

Department: Sheriff
Position: Career Service
Grade: 718
Supervisory: No
Reports to: Lieutenant - Enforcement

Summary

Under the direction of the Lieutenant – Enforcement, performs complex 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 advanced level, requiring 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.

1. Act as Records Specialist, perform duties including, but not limited to the following:
 - a. Establish and maintain case files
 - 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. Disseminate reports to departmental and other agency officials
 - e. 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
 - f. Coordinate with various requesting agencies and court officials
 - g. Process records checks as requested by federal, state, and local agencies
 - h. Process background, criminal history, and GRAMA requests
2. Collect and organize system information records and databases; 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, as directed.
3. Coordinate with administrators, deputies, attorneys, and judicial and court personnel; ensure accuracy of arrest information and distribute to other agencies and jurisdictions; create and

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Effective Date: 5/18/2022
Public Safety: No

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

maintain record log, collect fee for service, create collection report and deposit revenues with the County Clerk/Auditor.

4. 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 information and documents
 - c. Receive and process civil/criminal documents and review for accuracy
 - d. Monitor disposition of document; manage change in documents and orders; log disposition and bills for appropriate fees
 - e. Receipt and deposit payments
6. Assist with the preparation and processing of officer reports.
7. Perform complex administrative duties related to general fiscal processes and purchase orders.
8. Prepare service-related reports; calculate hours of response time.
9. Follow up on customer billing issues.

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
- 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 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 and instructions
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to lead and train others

Supervisory Responsibility

This position has no direct supervisory responsibility but may serve as a lead for Office Specialists and a coach and mentor for other positions in the department.

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Work Environment

Work is performed in a professional office environment controlled at the 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.

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. Evenings, weekends, or shift 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 general clerical support work experience, of which two (2) years are directly related to the duties described above.
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.

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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. Employee must maintain certification thereafter. County employees being reassigned or transferred to this classification must possess BCI certification upon reassignment or transfer.
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.

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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