



Employment Coordinator – Sheriff

Job Description

Department: Sheriff
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Lieutenant – Administration

Summary

Under general guidance and direction of the Administration Lieutenant, coordinates and oversees recruitment for the Utah County Sheriff's Office (UCSO). Plans, facilitates, and assists in administering testing, including promotional testing.

Essential Functions

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

1. Participate in departmental strategic planning and provide input for performance management and Peace Officer Standards and Testing (POST) policy development.
2. Serve as liaison to the Office of Human Resource Management for department administrators regarding recruitment and selection of career service and non-benefitted employees.
3. Provide professional expertise and support to the Sheriff's Office in attracting top talent to Utah County Sheriff's Office, as directed.
4. Review applications for employment in the Sheriff's Office and work with the Office of Human Resource Management to ensure minimum qualifications are met; place qualified applicants on an employment register.
5. Track Commission agenda items to ensure the department record of approved positions corresponds with the County official staffing plan; research and resolve discrepancies.
6. Request personnel actions as necessary to capture the continuous assignment changes and supervisor reporting relationships.
7. Coordinate hire and termination dates and personnel actions for promotions.
8. Coordinate with Sheriff Administrators and the Office of Human Resource Management to develop sourcing and recruitment strategies that result in high quality applicants.
9. Request and coordinate pay increases for time-limited employees.
10. Assist administration with background investigations for hiring, as assigned.
11. Track, monitor, and coordinate volunteer paperwork through the approval process and coordinate with the Office of Human Resource Management.
12. Facilitate an annual review of current Sheriff Office job descriptions, standards of performance, and make recommendations for changes.

For Office Use Only

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Job Title: Employment Coordinator – Sheriff
FLSA: Non-Exempt
Effective Date: 5/17/2022
Public Safety: No

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

13. Assist and coordinate background investigations and maintain reports as directed.
14. Monitor training and hiring spending; record spending and coordinate with Sheriff's Budget Manager as needed.
15. Make recommendations for modifications to programs, as needed.
16. Exemplify the desired culture and philosophy of the UCSO and other departments.
17. Work effectively as a team member with other members of management, including the UCSO, the Office of Human Resource Management, and other departments.

Competencies

- Communication
- Relationship Management
- Critical Evaluation
- Consultation
- Understanding of POST and State laws for the hiring of Law Enforcement Officers
- Global & Cultural Awareness
- Leadership & Navigation
- Ethical Practice
- Maintain Confidentiality

Knowledge, Skills, and Abilities

- Knowledge of general law enforcement and POST administration
- Knowledge of current Human Resource laws
- Knowledge of the recruitment life cycle
- Skilled in Microsoft Office Suite
- Skilled in advanced reading, writing, and math
- Skilled in conducting research
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to conduct training
- Ability to maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to work effectively under pressure
- Ability to distill relevant and useful elements from vast amounts of information and present them in terms that are understandable to the average person
- 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.

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. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable 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. The 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 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 and must be available during the "core" work hours of 9:30 a.m. to 3:30 p.m., Monday through Friday. 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. Bachelor's degree in Business, Organizational Development, Criminal Justice, Public Administration, or a related field.
2. One (1) year of broad administrative experience in law enforcement or public administration.
3. Equivalent combinations of education and experience may also be considered.

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Additional Eligibility Qualifications

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