

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: JAIL BOOKING CLERK

Posting# 6492-0814jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- A typing test score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)

STARTING SALARY: Step 19 - \$14.10 hour, \$1,128 Bi-weekly. plus benefits package
Step increase available after completing probation and annually thereafter.

OPENING DATE: August 6, 2014

CLOSING DATE: August 20, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision of a Sergeant, performs a variety of clerical duties related to booking inmates into and releasing inmates from the Utah County Security Center.

DUTIES INCLUDE: Receives, reviews, and ensures accurate completion of paperwork associated with an inmate being booked into jail; photographs incoming inmates. Accesses files and gathers information from National Crime Information Centers (NCIC), National Law Enforcement Telecommunications System (NLETS), Computerized Criminal Histories (UCCH), Department of Motor Vehicles, state wide warrant system, Triple III, and Bureau of Criminal Investigations (BCI) to create and maintain inmate files and records. Receives, screens, and directs telephone calls and responds or directs questions from the public at the booking window; receives incoming inmate funds or bail and updates records and issues receipts; serves as bonded Bail Commissioner and Notary of Public; balances booking accounts daily.

EVALUATION AND SELECTION FACTORS INCLUDE: Working Knowledge of: standard office practices; proper grammar, spelling, and punctuation; functions and policies of the Sheriff's Office; legal processes associated with the maintenance of inmate records and documents.

Skill in: reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets; using various software programs unique to law enforcement and/or the Sheriff's Office.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; distill relevant and useful elements from vast amounts of information; understand broad objectives and follow general instructions; use tact, discretion, and independent judgement within established guidelines.

REQUIREMENTS FOR EMPLOYMENT: 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. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required and pass.**

LICENSURE/CERTIFICATIONS: Incumbent must be bondable and must obtain State of Utah Certificate of Authority of Notary Public and certification for Utah Criminal Justice Information System access during the probationary period for new hires or during the trial period for promoted County employees. Incumbent must complete required annual training to maintain certification(s).

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

