

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SENIOR JAIL RECORDS CLERK  
CLASS CODE: 6469

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 5/21/2012 (REPLACES 9/24/2009 VERSION)  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Under general supervision of a Sergeant, supervises 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 DUTIES**

Trains Records Clerks in work processes and ensures procedures are followed; delegates work, provides feedback, and coaches employees for improved performance; conducts performance appraisals in conjunction with the Sergeant.

Provides initial comprehensive training to Booking Clerks and gives additional input and training as requested by the Sergeant.

Coordinates Jail Record Clerk time off requests with the Sergeant to ensure appropriate coverage and performs all duties as necessary to ensure efficient operation of the Records function; assists in Booking and Property as assigned.

Serves as Terminal Agency Coordinator (TAC) with the Bureau of Criminal Identification (BCI) for operators at the jail who access the Utah Criminal Justice Information System (UCJIS) and other data bases; administers testing and provides training.

Reviews clerical and administrative work processes and provides suggestions to improve methods used; updates and implements department policies relating to assigned function as approved.

Handles difficult or confrontational situations and resolves unusual problems; researches and resolves inmate grievances pertaining to records; uses highest authorization to make corrections to criminal histories when needed and disseminates notification of changes.

Receives, reviews and documents all court and legal documents regarding inmates; maintains and organizes inmate records electronically and in hard copy including reviewing incarceration data for accuracy; notifies medical personnel of inmate commitments and need to conduct diagnostic evaluations.

Researches inmate demands for 180 day dispositions and notifies prosecuting attorney and courts of jurisdiction.

Enters and verifies charges in County system to ensure proper billing of the State of Utah for inmates with felony charges.

Researches and completes documents submitted by the military regarding inmate records.

Processes US Marshall and Attorney General writs for federal prosecution.

Researches charges in court system to initiate DNA collection and reimbursement of costs; works with the Utah State Crime Lab to verify arrestee convictions.

Reviews court orders and inmate sentences to determine inmates' appropriate commitment status and to schedule corresponding release dates; communicates with the courts, judges, attorneys, and Adult Probation and Parole on questions relating to an inmate's incarceration status.

Tracks temporarily released inmates on funeral, therapy, or medical release or similar jail release programs such as Jail Diversion to ensure return to jail according to terms of temporary release; initiates action on inmates that fail to return according to terms.

Tracks and schedules transportation of inmates for court appearances within and outside of Utah County; contacts out-of-county jurisdictions regarding warrants and coordinates appropriate action including pickup, and transfer and release of inmates; assists in coordinating extradition for inmates detained on NCIC detainers.

Maintains records on inmates held on ICE holds and coordinates billing, transportation, and release.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Working Knowledge of:** standard office practices; proper grammar, spelling, and punctuation.

**Considerable Knowledge of:** Sheriff's Office policies and procedures, legal processes associated with the maintenance of inmate records and documents, GRAMA regulations, and other laws, codes, or regulations relevant to work performed.

**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; basic bookkeeping.

**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; train and lead others.

### **PHYSICAL DEMANDS**

**Regularly:** sits, walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled building. Work regularly exposes the incumbent to moderate noise and occasionally exposes the incumbent to strong odors including cleaning chemicals. Work location is near inmate booking and may expose the incumbent to unknown circumstances due to unpredictable behavior of inmates.

### **EDUCATION AND EXPERIENCE**

High school diploma or equivalent and five (5) years of complex clerical support work experience of which two years are performing the duties of a Records Clerk. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

### **LICENSING AND CERTIFICATION**

Incumbent must *possess* State of Utah Certificate of Authority of Notary Public and must be certified for Utah Criminal Justice Information System access. Incumbent must complete required annual training to maintain certification(s).

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.