

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE SPECIALIST I/II/III - CORRECTIONS
CLASS CODE: I - 6490 II - 6487 III - 6484

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II- NONE III - LEAD

EFFECTIVE DATE: 09/18/2014
DEPARTMENT: SHERIFF

JOB 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.

CLASS CHARACTERISTICS

Office Specialist I - Corrections: Works under close to general supervision from the Office Manager or Jail Industries Office Supervisor in performing duties at the entry or training level. Performs routine tasks that are less complex or detailed than those performed at the full performance level.

Office Specialist II - Corrections: This full performance level works under general supervision from the Office Manager or Jail Industries Office Supervisor in performing duties of considerable difficulty that involve some independent judgement.

Office Specialist III - Corrections: Works under general supervision from the Office Manager or Jail Industries Office Supervisor 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

GPS, Jail Industries, Work Diversion

Establishes and maintains a variety of GPS, Jail Industries and Work Diversion inmate files and records; monitors progress and completion of court ordered actions; utilizes jail computer system to data enter deputy reports, employer reports, work program information etc. by updating the "incident screen" within the records system.

Assists with the intake and classification process of GPS, Jail Industries, or Work Diversion inmates; gathers information, legal documents, criminal histories, warrants, driver licenses, etc.; documents inmate fees; tracks information via Utah Criminal Justice Information System; determines assignment or GPS "travel" zone according to guidelines.

Performs bookkeeping and billing activities for Jail Industries inmate accounts via Canteen Computer programs; collects and deposits GPS fees weekly; distributes inmate checks; processes money requests and distributes cash to inmates upon approval; monitors inmate mandatory savings program; coordinates inmate compliance with Office of Recovery Services for timely collection of child support payments; collects fines and fees from inmates for violation of rules and regulations (tobacco and/or drug use etc.).

Medical Records

Receives and interprets medical statements; prepares and/or codes billings from outside medical providers; generates related correspondence as needed to ensure accuracy and control quality; data enters information into the county EMR system.

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Records medical services provided to inmates; documents and posts co-pays and other insurance details into Quicken bookkeeping software; follows specialized guidelines regarding INS inmates and documents activity via INS Tarwebsite.

Assists nursing staff by documenting services rendered such as TB tests; monitors the accuracy of service records and results of tests and test readings; schedules chest x-ray services with contract provider; prepares monthly report for submission to the department of health.

Creates and maintains diet lists; determines special diet instructions and needs and apprises kitchen staff of inmate issues; documents inmate accounts related to medications issued and creates proper billings.

Takes and transcribes dictation; attends administrative and case management meetings; takes minutes; maintains an inventory of supplies; scans and archives records.

Jail Operations

Receives revenues and makes daily deposits of bail money processed through booking operations; verifies amounts and allocates money to proper courts; ensures receipts and monies balance; prepares monthly INS billings for illegal aliens housed by the County.

Prepares court related documents daily based upon posted bail; submits release records to the courts; maintains booking files; processes and updates records to reflect inmate status and releasing; archives records according to procedure; expunges records as approved or ordered by the courts; ensures timeliness and completeness of expungements.

Oversees identification badge process for entrance into jail facilities; utilizes camera and computer software to create identification badges.

Assists in entering and tracking purchase orders and in entering and distributing bi-weekly payroll for jail operations.

Transportation, Video Arraignment

Coordinates scheduling of transportation for inmate medical, juvenile court, and civil transports; prepares orders for transportation of inmates from court documents.

Coordinates transportation assignments with deputies to meet the demands of service.

Processes correspondence via teletype for extraditions of inmates wanted in other states.

Answers phone calls from the courts, law enforcement agencies; administrators, attorneys, the public, and co-workers regarding the transportation of inmates.

Prepares paperwork and schedules video arraignments within the jail.

Monitors office supplies; ensures availability of needed inventory; initiates purchases and monitors delivery of materials.

KNOWLEDGE, SKILLS, AND ABILITIES

Office Specialist I - Corrections

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

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Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information.

Office Specialist II - Corrections

In addition to the knowledge, skills, and abilities listed above:

Working Knowledge of: The corrections functions of the Sheriff's Office; legal processes associated with the maintenance of public records and documents.

Skill in: Using various software programs unique to law enforcement.

Ability to: Understand broad objectives and follow general instructions.

Office Specialist III - Corrections

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: Sheriff's Office policies and procedures, GRAMA regulations and other laws, codes, or regulations relevant to work performed.

Skill in: Basic bookkeeping.

Ability to: Train and lead others.

PHYSICAL DEMANDS

Regularly sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail. Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle.

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 office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Office Specialist I - Corrections: High school diploma or equivalent and one (1) year of general clerical support work experience. 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.

Office Specialist II-Corrections: 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. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Office Specialist III-Corrections: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. 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.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

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

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employees being reassigned or transferred to this classification and function must possess BCI certification upon reassignment or transfer.

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements of the higher classification level, 3) meet the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

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.