



Corrections Records Associate

Job Description

Department: Sheriff
Position: Career Service
Grade: 718
Supervisory: No
Reports to: Corrections Records Supervisor

Summary

Under general guidance and direction of the Corrections Records Supervisor, performs a variety of complex clerical duties relating to the maintenance of inmate files and records, including court documents, release records, and criminal and institutional history records.

Essential Functions

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

1. Receive, review and process all court and legal documents regarding inmates; ensure incarceration data is accurate; maintain and organize inmate records electronically and in hard copy; notify medical personnel of inmate commitments including when diagnostic evaluations are needed.
2. Determine appropriate commitment status and schedule corresponding release dates; review court orders and inmate sentences; communicate with courts, judges, attorneys, and Adult Probation and Parole as needed.
3. Monitor inmates on release programs; track inmates released for funeral, therapy, medical, Work Diversion, or other temporary release; initiate action on inmates who fail to return according to the terms of the temporary release.
4. Track and schedule transportation of inmates for court appearances; contact out-of-county jurisdictions as needed regarding warrants; coordinate appropriate actions including pickup, transfer, and release of inmates; assist in coordinating extradition for inmates detained on National Crime Information Center (NCIC) detainees.
5. Perform inmate booking and/or property booking duties, as needed.

Knowledge, Skills, and Abilities

- Knowledge of Sheriff's Office policies and procedures
- Knowledge of legal processes associated with the maintenance of inmate records and documents, GRAMA regulations, and other laws, codes, or regulations relevant to work performed
- Knowledge of standard office practices

For Office Use Only

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FLSA: Non-Exempt
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Public Safety: No

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

- Knowledge or proper grammar, spelling, and punctuation
- 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 and/or the Sheriff's office
- 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 distill relevant and useful elements from vast amounts of information
- Ability to understand broad objectives and follow general instructions
- Ability to use tact, discretion, and independent judgment within established guidelines

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

Work is performed in an environmentally controlled area of the Utah County Security Center. Work regularly exposes the incumbent to moderate noise and occasionally exposes the incumbent to strong odors including cleaning chemicals. Incumbent may be exposed to contagious or infectious diseases. Work location is near inmate booking and may expose the incumbent to unknown circumstances due to unpredictable behavior of inmates. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. May be required to drive Utah County owned vehicles in the course of conducting County business. 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 regularly required to sit, walk, stand, and stoop. Specific vision abilities by this job include close vision and ability to adjust focus. The employee regularly works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

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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. 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. 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.

Additional Eligibility Qualifications

1. Incumbent must obtain and thereafter maintain, State of Utah Certificate of Authority of Notary Public during the probationary period for new hires or during the trial period for promoted County employees.
2. Incumbent must be certified for Utah Criminal Justice Information System access during the probationary period for new hires or during the trial period for promoted County employees, and complete required annual training to maintain certification.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. 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.

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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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