



Employment Coordinator – Sheriff

Job Description

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

Summary

Under general guidance and direction of a Lieutenant – Enforcement, coordinates and oversees recruitment and hiring for the Utah County Sheriff's Office (UCSO). Ensures an effective recruitment plan to attract and retain top talent. Plans, facilitates, and assists with administering testing, including promotional testing.

Essential Functions

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

1. Review applications for employment in the Sheriff's Office and work with the Office of Human Resources to ensure minimum qualifications are met; screen and place qualified applicants on an employment register, schedule interviews and testing as required.
2. Coordinate and develop sourcing and recruitment strategies that result in high quality applicants; provide professional expertise and support to the Sheriff's Office in attracting and retaining top talent.
3. Track Commission agenda items to ensure the department record of approved positions corresponds with the County official staffing plan; research and resolve discrepancies.
4. Request personnel actions to capture continuous assignment changes and supervisor reporting relationships, as needed.
5. Coordinate hire and termination dates and personnel actions for promotions.
6. Request and coordinate pay increases for time-limited employees.
7. Facilitate review of current Sheriff Office job descriptions and performance standards; make recommendations for changes.
8. Assist with and coordinate background investigations and drug testing; maintain relevant reports, as directed.
9. Monitor training and hiring spending; record spending and coordinate with Business Managers, as needed.
10. Make recommendations for modifications to programs, as needed.

For Office Use Only

Job Code: 3400

Job Title: Employment Coordinator – Sheriff

FLSA: Non-Exempt

Effective Date: 3/13/2024

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

ML: Individual Contributor

11. Exemplify the desired culture and philosophy of the UCSO and other departments.
12. Work effectively as a team member with other members of management, including the UCSO, the Office of Human Resource Management, and other departments.

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

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.

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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 works for sustained periods of time maintaining concentration and 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.

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.

Required Education and Experience

1. Bachelor's degree in Business, Human Resources, Organizational Development, Criminal Justice, Public Administration, or a related field.
2. Two (2) years of broad office administrative experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with work experience in human resources, law enforcement, or public administration.

Additional Eligibility Qualifications

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

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.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resources 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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