



# Offender Compliance Specialist

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 719  
Supervisory: No  
Reports to: Sergeant - Enforcement

### Summary

Under general guidance and direction of a Sergeant – Enforcement, performs routine administrative and complex clerical duties designed to expedite the customer service, reception, incident data entry, and case records management functions for the Special Victims Unit of the Sheriff's Office. Monitors, tracks, and registers all convicted non-supervised sex offenders and child abuse offenders within Utah County. This advanced clerical position requires considerable knowledge of laws pertaining to sex offender and child abuse offender registration and tracking.

### Essential Functions

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

1. Monitor and maintain sex offender registrations; conduct face-to-face interviews with offenders to gather information; track sex offenders residing in Utah County; provide training to Security Center personnel for the proper and timely completion of registration forms; provide training to local agency officers regarding registration requirements; ensure compliance with established procedures.
2. Monitor and maintain child abuse offender registrations; conduct face-to-face interviews with offenders to gather information; track child abuse offenders residing in Utah County; provide training to Security Center personnel for the proper and timely completion of registration forms; provide training to local agency officers regarding registration requirements; ensure compliance with established procedures.
3. When necessary, monitor sex offender and child abuse court cases; review court records; monitor progress and completion of court-ordered actions.
4. Process, track, enter, and forward reports; compile monthly statistical and payroll reports and forward to Utah Attorney General's office.
5. Assist with the coordination of task force meetings; attend meetings and assist task force members as required; provide member agencies with sex offender and child abuse offender information; conduct database research; compose correspondence and disseminate information.

### For Office Use Only

Job Code: 6495  
Job Title: Offender Compliance Specialist  
FLSA: Non-Exempt  
Effective Date: 9/26/2022  
Public Safety: No

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

6. Testify in court related to offender non-compliance with registration requirements.
7. Monitor and maintain accurate knowledge base of state statutes related to offender registries.
8. Maintain record of inventory for deputy equipment; submit purchase order requests, as needed; track order status and verification of delivery; post purchase activity to proper accounts.
9. Monitor vendor agreements; prepare billings for contract security and law enforcement services; follow up on customer billing issues.
10. Prepare various service-related reports; calculate response time hours.
11. Perform general office functions; record and transcribe dictation; prepare correspondence and recurring reports for signature; coordinate office procedures and practices; establish and maintain a variety of files and records; prepare letters, statements, narrative and statistical reports, minutes, agendas, and other documents; arrange meetings or conferences, take notes, transcribe, and distribute minutes.
12. Organize and independently perform or lead project work; proofread documents, correspondence, and data input reports for correctness, clarity, and completeness.
13. Coordinate activities with businesses, other governmental entities, or citizens; receive, direct, and resolve citizen complaints related to sex offenders, sex offender registries, child abuse offenders, or the child abuse offender registries.
14. Coordinate office functions with County departments or divisions, as needed.

#### **Knowledge, Skills, and Abilities**

- Knowledge of general office management practices and procedures of the Sheriff's Office
- Knowledge of state statutes governing sex crimes registration
- Knowledge of basic bookkeeping and accounting methods
- Knowledge of the civil functions of the Sheriff's Office and its interrelationship with other county departments
- Knowledge of law enforcement software; administrative procedures; legal processes associated with the maintenance of public records and documents; GRAMA
- Skilled in interpersonal communication
- Skilled in computer terminal operation and programs unique to civil document processing requirements
- Skilled in word processing, data entry, and spreadsheets
- Ability to communicate effectively verbally and in writing
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to correctly use grammar, spelling, and punctuation
- Ability to type accurately and at an acceptable rate, based on job duties

#### For Office Use Only

Job Code: 6495

Job Title: Offender Compliance Specialist

FLSA: Non-Exempt

Effective Date: 9/26/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

### **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. The noise level in the work environment is usually moderate. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

### **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 typically sits at a desk or table and is occasionally required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee may work for sustained periods of time maintaining concentrated attention to detail. 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.

### **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 complex clerical or administrative support, 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.

#### **For Office Use Only**

Job Code: 6495

Job Title: Offender Compliance Specialist

FLSA: Non-Exempt

Effective Date: 9/26/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Incumbents must become certified to access the Bureau of Criminal Identification (BCI), state computer systems, sex offender registration system, and other databases and systems within the probationary period for new hires or during the trial period for promoted County employees.

**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.

**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 \_\_\_\_\_

For Office Use Only

Job Code: 6495  
 Job Title: Offender Compliance Specialist  
 FLSA: Non-Exempt  
 Effective Date: 9/26/2022  
 Public Safety: No

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