



Office Coordinator – Jail Programs

Job Description

Department: Sheriff
Position: Career Service
Grade: 720
Supervisory: Yes
Reports to: Sergeant - Corrections

Summary

Under general guidance and direction of a Sergeant - Corrections, performs administrative functions pertaining to Jail Industries and other jail programs. Performs detailed bookkeeping, financial tracking, and administrative support duties pertaining to the record keeping and accounting functions of jail programs.

Essential Functions

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

1. Supervise, plan, and coordinate the work of assigned clerical personnel; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Participate in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
4. Evaluate performance and conduct performance appraisals.
5. Receive, screen, and route telephone calls and personal visitors to appropriate individuals and respond to legal questions from involved parties.
6. Compose division correspondence; take dictation, type memoranda and letters, and transcribe complex and confidential reports, as assigned.
7. Coordinate administration, operations, and financial accounting for jail programs, including but not limited to Jail Industries, 24/7 alcohol/drug DUI, Inmate Worker's Stipend, and others; establish and maintain financial accounting and reporting systems to maintain individual inmate accounts, profit and loss results of participating companies, and profitability of all programs.
8. Function as liaison for companies participating in jail programs; communicate operational concerns to supervisor, as needed; provide correspondence support and coordination of financial activities with county, state, and federal agencies.
9. Participate in preparation of the yearly budget; monitor budget, track expenditures, and coordinate disbursement of funds with department head.

For Office Use Only

Job Code: 6491
Job Title: Office Coordinator – Jail Programs
FLSA: Non-Exempt
Effective Date: 5/18/2022
Public Safety: No

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

10. Ensure proper deposits into victim restitution accounts; prepare and submit quarterly and year-end profit and loss statements to Bureau of Justice Assistance and Crime Victims Reparation Fund.
11. Function as timekeeper for assigned division; utilize the County's time-entry system to ensure proper reporting of work time; oversee assigned division personnel responsible for reporting and entering work time.
12. Monitor compliance with approved operations-
13. Monitor ongoing status of Jail Industries program certification; coordinate with federal, state and county authorities as needed to ensure continuance of program and proper certifications.
14. Prepare and maintain office accounting records including purchase orders, budget adjustments, and accounts receivable and payable.
15. Recommend operational policies and practices consistent with federal certification requirements; implement policies and procedures upon approval of administrators.
16. Establish and maintain filing systems.
17. Provide information regarding program policies, procedures, and general information to County employees and the public.
18. Monitor department clerical and administrative work processes; recommend improvements, as needed.
19. Perform duties of subordinates, as needed, to ensure efficient operation of the office.
20. Attend various meetings on behalf of program administrators.

Knowledge, Skills, and Abilities

- Knowledge of contract terminology and requirements
- Knowledge of the policies, procedures, and laws relevant to the activities of the Correctional Services function
- Knowledge of supervisory techniques
- Skilled in basic bookkeeping and accounting
- Skilled in word processing, spreadsheets, data entry, and other computer applications
- Skilled in grammar, punctuation, composition, spelling, and math
- Skilled in operating a variety of office equipment
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to prepare and maintain files, records, and reports
- Ability to make independent judgments and effectively direct the work or others
- Ability to perform detailed and complex analysis
- Ability to effectively organize projects

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Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed 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 inmates, the public, and others in potentially hostile, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

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

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 work experience, including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

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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.
- 2. Preference may be given to applicants with lead or supervisory experience.

Additional Eligibility Qualifications

- 1. Incumbent must be bondable.
- 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.
- 3. 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.

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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