



Office Coordinator – Judicial

Job Description

Department: Sheriff
Position: Career Service
Grade: 720
Supervisory: Supervisor
Reports to: Lieutenant - Enforcement

Summary

Under general guidance and direction of a Lieutenant - Enforcement, performs supervisory, routine and complex administrative and clerical duties relating to judicial services, civil processing, court security, and fugitive warrants.

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 personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
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. Process reports and citations; prepare misdemeanor and felony arrest forms; distribute to appropriate recipients.
8. Coordinate and enter criminal and felony warrant information into county Spillman system and/or National Crime Information Center (NCIC) daily.
9. Serve as liaison with the State Extradition Coordinator; coordinate and schedule in and out of state extraditions for Utah County; provide extradition information and reports to law enforcement agencies, the public, and others as requested.
10. Coordinate and submit appropriate paperwork for Governor's Warrants with the state extradition office.
11. Coordinate the return of fugitives with outside agencies.
12. Reconcile extraditions and process purchase orders for payments; process purchase orders for reimbursements of civil process refunds; process reimbursements for meals and out-of-pocket purchases for deputies.

For Office Use Only

Job Code: 6496
Job Title: Office Coordinator – Judicial
FLSA: Non-Exempt
Effective Date: 3/20/2024
Public Safety: No

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

13. Oversee the collection, maintenance and weekly submission of warrant/bail monies to the County Treasurer; receive funds, record information, and monitor accounts.
14. Prepare and distribute division forms, monthly logs, and a variety of files and records including civil forfeitures.
15. Function as a timekeeper for Judicial – Courts and the Judicial Support Bureau; utilize the County’s time-entry system to ensure proper reporting of work time; resolve employee payroll questions and issues in coordination with the Office of Human Resource Management.
16. Conduct mandatory monthly validations of wanted persons in National Crime Information Center (NCIC) data.
17. Send NCIC hit confirmation requests to outside agencies for all in-custody subjects being held in the Utah County Jail.
18. Coordinate and enter criminal warrant information (NCIC) on National Law Enforcement Telecommunications System (NLETS).
19. Compile information from reports, citizens, and other sources for the apprehension of warrant suspects.
20. May prepare complex legal documents including Sheriff’s Sales, Writs, and Civil Bench Warrants.
21. Enter and monitor purchase orders for Judicial Bureaus; follow up to ensure payment to supplier; submit W-9 form to supplier when appropriate.
22. Reconcile all p-card purchases within the Judicial bureaus.
23. Maintain inventory and monitor budget for purchasing office supplies.
24. Perform duties of subordinates, as needed, to ensure efficient operation of the office.

Knowledge, Skills, and Abilities

- Knowledge of legal terminology, court systems, and legal procedures
- Knowledge of the policies, procedures, and laws relevant to the activities of the Judicial Services function
- Knowledge of supervisory techniques
- Skilled in multiple computer programs and applications including basic spreadsheets
- Skilled in data entry and proofreading
- Skilled in basic bookkeeping and accounting
- Ability to use a computer, word processor, and standard office machines
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to make independent judgments and effectively direct the work of others
- Ability to handle multiple tasks concurrently

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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. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. 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.

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. This 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 is required to type, file and lift office 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 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 with 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.

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Additional Eligibility Qualifications

1. Incumbent must be bondable.
2. Incumbent must obtain State of Utah Certificate of Authority of Notary Public within first three (3) months in position.
3. Incumbent must successfully complete Bureau of Criminal Identification (BCI) training and successfully pass the proficiency test as required for state certification within first six (6) months in position and must maintain certification thereafter.
4. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
5. 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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