



# Office Coordinator – Sheriff

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 720  
Supervisory: Yes  
Reports to: Varies by assignment

### Summary

Under general guidance and direction of the assigned supervisor, performs supervisory, administrative support, and advanced clerical work in managing the day-to-day office operations and clerical personnel of an assigned bureau or function within the Sheriff's Office.

### 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; administer disciplinary action in accordance with County policy and procedure.
3. Participate in staffing decisions related to the hiring and retention of assigned personnel.
4. Evaluate performance and conduct performance appraisals.
5. Participate in the preparation of the annual budget; prepare and maintain office accounting records including purchase orders, budget adjustments, payroll, and accounts payable and receivable.
6. Determine need for and order office materials, equipment, and supplies.
7. Review clerical and administrative work processes and improve methods used; monitor and update department policies relating to assigned function; establish and maintain filing and other systems.
8. Respond to difficult or confrontational customers and resolve unusual problems.
9. Perform duties of subordinates, as needed, to ensure efficient operation of the office.

### ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT

#### Operations

1. Supervise records management operations; monitor release of information requested from private and public agencies; ensure releasing of information complies with Government Records Access Management Act (GRAMA) regulations; coordinate release of information with the County Attorney's Office.

#### For Office Use Only

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FLSA: Non-Exempt

Effective Date: 2/1/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

ML: Supervisor

2. Oversee the release of records related to background/criminal history investigations and inquiries.
3. Ensure private and protected information is not released.
4. Process and monitor criminal expungements as required by the court system.
5. Oversee clerical personnel and processes related to judicial services, civil processing, court security, and fugitive warrants.
6. Oversee retention of records and work with State Archives and Utah County on retention schedules of records.
7. Oversee and monitor staff and work with the Bureau of Criminal Identification (BCI) Terminal Agency Coordinator (TAC) for updated contracts; process and complete deposit of revenue.
8. Track employee evaluations for Division; ensure timely completion; coordinate with Human Resources, as needed.
9. Act as Purchase Card custodian; reconcile related bank statement; submit purchase orders for Records; purchase supplies upon approval.

### **Corrections**

1. Oversee and/or prepare monthly billing for State of Utah felony inmates housed by the County; review status of inmates booked in and out of the facility and prepare reimbursement documents; monitor status of inmates to ensure accuracy of monthly billing statements.
2. Participate in Department of Corrections audits.
3. Function as timekeeper for assigned divisions; 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 data.
4. Generate and sign off on division payroll reports.
5. Process travel for Corrections Division; research pricing and practicality for methods and each aspect of the travel; make reservations, enter associated purchase orders, and ensure reconciliation upon completion of travel.
6. Track employee evaluations for Corrections Division to make sure they are sent to Human Resources in a timely manner.
7. Submit purchase orders for kitchen, corrections, and inmate supplies; purchase supplies upon approval.
8. Act as Purchase Card custodian and reconcile related bank statement.
9. Oversee clerical personnel and processes related to balancing and depositing bail money, updating and archiving inmate booking records, bookkeeping and data entry related to medical services provided to inmates, and coordinating transportation needs of inmates.

### **Enforcement**

1. Oversee clerical personnel assigned to perform case file maintenance.
2. Maintain comprehensive and up-to-date incident and property records.
3. Assist detectives with criminal research, such as Utah Criminal History, National Crime Information Center (NCIC) III, out-of-state vehicle registration, driver's license information, NCIC wanted persons, stolen autos, property checks, and background checks.

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4. Oversee the processing and distribution of monthly FBI/BCI reports totaling criminal and law enforcement activity according to established categories of homicide, burglary, rape, assault, auto theft, and shoplifting.
5. Oversee clerical personnel assigned to monitor and maintain offender registrations and perform other duties relating to tracking offenders residing in Utah County.
6. Function as a department 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 data.
7. Generate and sign off on division payroll reports.
8. Track employee evaluations for Patrol Division to make sure they are sent to Human Resources in a timely manner.
9. Submit purchase orders for kitchen, corrections, and inmate supplies; purchase supplies upon approval.
10. Act as Purchase Card custodian and reconcile related bank statement.
11. Assist with training new Office Specialists in multiple Divisions.

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

- Knowledge of office management practices and procedures of the Sheriff's Office
- Knowledge of Utah County Rules and Regulations
- Knowledge of GRAMA regulations and other laws, codes, or regulations specific to assignment
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in reading, writing, and basic bookkeeping
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, document composition, and spreadsheet creation
- 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 effectively motivate and supervise others
- Ability to maintain confidentiality of sensitive records and information
- Ability to create and maintain record keeping, filing systems, and other work processes
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has direct supervisory responsibility and 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 occasionally exposes the incumbent to

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

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 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 support work experience, including two (2) years 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 lead or supervisory experience.
2. 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. Incumbents assigned to Enforcement or Operations must obtain Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or during the trial period for promoted County employees and maintain certification thereafter. County employees being reassigned or transferred to this classification, and assigned to Enforcement or Operations, must possess BCI certification upon reassignment or transfer.

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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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