



Office Specialist - Operations

Job Description

Department: Sheriff
Position: Career Service
Grade: 717
Supervisory: No
Reports to: Varies by assignment

Summary

Under general guidance and direction of the assigned supervisor, performs clerical duties as needed to expedite day-to-day record keeping and civil processing functions of the Sheriff's Office. Provides support to various programs and/or divisions.

Essential Functions

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

1. Receive and process background checks for government agencies, the public, individual corporations, and various law enforcement agencies.
2. Process subpoenas and other requests for information; research request to determine appropriate course of action and to provide necessary information; obtain County Attorney approval as needed.
3. Receive, sort, and distribute criminal and civil subpoenas for service.
4. Establish and maintain enforcement files and records related to patrol, investigations, and sex crimes.
5. Scan hard copy reports to create electronic records; ensure accuracy in scanning and indexing.
6. Monitor completion of court ordered actions.
7. Provide detailed and technically complex GRAMA information to customers and prepare related reports; obtain County Attorney approval as needed; collect fees and issue receipts.
8. Type letters, statements, narrative and statistical reports, minutes, agendas, and other documents, as needed.
9. Process reports and citations; prepare misdemeanor and felony arrest forms; determine the appropriate office to forward information needed for prosecution of case.
10. Enter criminal and felony warrant information into County Spillman system or National Crime Information Center (NCIC) daily.
11. Receive and review civil process documents for compliance with applicable laws and codes, including civil bench warrants through private attorneys and state agencies; maintain document control and tracking.

For Office Use Only

Job Code: 6485
Job Title: Office Specialist - Operations
FLSA: Non-Exempt
Effective Date: 5/25/2023
Public Safety: No

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

12. Assist the public by phone or in person.
13. Calculate and/or receive fees; record information and monitor accounts.
14. Prepare and ensure accuracy of financial reports.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of the functions of the Sheriff's Office
- Knowledge of GRAMA regulations and other laws, codes, or regulations relevant to work performed
- Knowledge of legal processes associated with the maintenance of public records and documents
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to law enforcement
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to communicate effectively verbally and in writing
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to understand broad objectives and follow general instructions
- Ability to type accurately and at an acceptable rate, based on job duties

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

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center or other 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 high-stress situations including contact with the public and others in uncomfortable, confrontational, and emotionally charged 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.

For Office Use Only

Job Code: 6485
Job Title: Office Specialist - Operations
FLSA: Non-Exempt
Effective Date: 5/25/2023
Public Safety: No

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

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. Three (3) years of general clerical support work experience.
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.

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 assigned to Records or Warrants/Civil Process 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.
4. Incumbents assigned to Warrants/Civil Process must be bondable and must obtain State of Utah Certificate of Authority of Notary Public within first three (3) months in position.
5. County employees being reassigned or transferred to the Records or Warrants/Civil Process function must possess BCI certification upon reassignment or transfer.

For Office Use Only

Job Code: 6485
Job Title: Office Specialist - Operations
FLSA: Non-Exempt
Effective Date: 5/25/2023
Public Safety: No

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

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: 6485
Job Title: Office Specialist - Operations
FLSA: Non-Exempt
Effective Date: 5/25/2023
Public Safety: No

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