Program Assistant – Search and Rescue

Job Description

Department:	Sheriff
Position:	Career Service
Grade:	720
Supervisory:	No
Reports to:	Lieutenant - Enforcement

Summary

Under the direction of the Lieutenant - Enforcement, provides critical administrative and operational support to the Search and Rescue Division. Coordinates the Search and Rescue volunteer force, provides logistical support during active incidents, manages program compliance, grant funding, and the division's budget, and tracks specialized assets.

Essential Functions

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

1. Ensure efficient operations for the Search and Rescue Division; coordinate and monitor work processes; establish and maintain filing systems; recommend improvements, as needed.
2. Coordinate ongoing communication, certification tracking, and administrative support for and between, the Search and Rescue staff, including full-time employees and all Search and Rescue volunteers.
3. Act as an administrative point of contact during unpredictable, high-stress events and provide logistical support to field teams.
4. Monitor the ongoing status of Search and Rescue certifications; coordinate federal, state, and county authorities to ensure continuance of the program and proper certifications; recommend operational policies and practices consistent with certification requirements; implement changes to policies and procedures, as authorized.
5. Assist with application preparation and administration of grants submitted to the State of Utah according to strict guidelines required for reimbursement; submit documentation for reimbursement of operational costs, including wages, per diem, mileage, training supplies, and equipment; maintain files for auditing purposes.
6. Maintain and update an inventory of all specialized Search and Rescue assets, including off-road vehicles, backcountry and water rescue communication devices, medical supplies, readiness gear, and any other items needed for various rescue conditions; ensure subscriptions, including Starlink, are current and reorder supplies as needed.

For Office Use Only

Job Code: 6403
Job Title: Program Assistant – Search and Rescue
FLSA: Non-Exempt
Effective Date: 11/7/2026
Public Safety: No

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

7. Assist with preparation of the annual division budget; monitor budget and coordinate disbursement of funds, as authorized; request transfer of funds, if necessary.
8. Monitor, process, and reconcile purchase orders; ensure proper financial documentation requirements are met; process and track to completion; ensure purchases adhere to purchase and budget restrictions; submit W-9 form to vendors, as needed.
9. Maintain an organized office environment; monitor office supplies; place orders for office supplies and assist with maintaining subscription renewals, as needed.
10. Function as a liaison with the Office of Human Resource Management; provide administrative support for the recruitment and onboarding of Search and Rescue volunteers and ensure liability coverage forms are current.
11. Compose correspondence; create reports, memos, and letters; record, type, and distribute meeting notes.
12. Receive, screen, and route telephone calls and visitors to appropriate individuals; respond to questions, complaints, or problems; provide information regarding the County, the Department, and staff, as needed.
13. Oversee work orders for department building and maintenance needs; initiate requests; monitor processes to ensure timely completion.
14. Serve as a liaison for companies participating in Search and Rescue programs; communicate operational concerns to a supervisor, as needed; coordinate financial activities and transactions with county, state, and federal agencies, as needed.
15. Assist with creating training materials, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of Sheriff's Office policies and procedures
- Knowledge of grant administration or program compliance
- Knowledge of laws, codes, and regulations relevant to maintaining public records
- Knowledge of County budget development and administration
- Skilled in basic bookkeeping and accounting
- Skilled in utilizing software applications, including Microsoft Office Suite and database applications
- Skilled in using various software programs unique to Search and Rescue and the Utah County Sheriff's Office
- Skilled in logistical coordination and problem-solving, especially in high-pressure situations
- Skilled in inventory and asset management
- Ability to work effectively under pressure and meet deadlines
- Ability to communicate effectively verbally and in writing
- Ability to accurately manage, distill, and maintain complex records, files, and information

- Ability to effectively coordinate multiple tasks and shifting priorities
- Ability to maintain confidentiality
- Ability to understand and follow broad objectives and instructions
- Ability to lead and train others
- Ability to maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility
This position has no direct supervisory responsibility but serves 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 laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate. 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. This employee is frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision and the ability to adjust focus. The employee is required to type, file, and lift, or move supplies up to twenty-five (25) 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. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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 general clerical 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.

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.

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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