



Senior Office Specialist - Corrections

Job Description

Department: Sheriff
Position: Career Service
Grade: 718
Supervisory: No
Reports to: Varies by assignment

Summary

Under general guidance and direction of the assigned supervisor, performs clerical duties to support security center programs and expedite day-to-day record keeping functions of the Corrections Bureau in the Sheriff's Office. Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be assigned to one or more of the following functional areas:

GPS, Jail Industries, Work Diversion

1. Establish and maintain GPS, Jail Industries, and Work Diversion inmate files and records.
2. Monitor progress and completion of court ordered actions; enter deputy reports, employer reports, and work program information into the Jail Management System (JMS).
3. Assist with the intake and classification process of GPS, Jail Industries, or Work Diversion inmates; gather information, legal documents, criminal histories, warrants, and identification; track information via Utah Criminal Justice Information System.
4. Determine assignment of GPS travel zone according to guidelines.
5. Perform bookkeeping and billing activities for Jail Industries inmate accounts; collect and deposit GPS fees weekly; distribute inmate checks and document inmate fees; process money requests and distribute cash to inmates upon approval; coordinate inmate compliance with Office of Recovery Services for timely collection of child support payments.
6. Monitor inmate mandatory savings program.
7. Collect fines and fees from inmates for violation of rules and regulations.

Medical Records

1. Receive and interpret medical billing statements; verify and pay invoices including medical bills; prepare and/or code billings from outside medical providers; enter data into the county GERMS system; document inmate accounts related to medications issued; generate related correspondence as needed to ensure accuracy and control quality.

For Office Use Only

Job Code: 6484

Job Title: Senior Office Specialist - Corrections

FLSA: Non-Exempt

Effective Date: 5/17/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

ML: Individual Contributor

2. Document medical services provided to inmates; record and post co-pays and other insurance details into medical bookkeeping software; create and post appropriate billings to inmate accounts.
3. Schedule outside medical provider appointments with contract providers and coordinate with Transportation to take inmates to appointments; assist nursing staff with documenting services rendered; monitor the accuracy of service records and results of tests; prepare monthly report for submission to the Utah County Health Department.
4. Create and maintain lists of dietary restrictions for inmates; determine special diet instructions and communicate ongoing dietary needs to kitchen staff; apprise kitchen staff of inmate dietary issues and concerns as they arise.
5. Participate in administrative and case management meetings; take and transcribe dictation and minutes.
6. Maintain an inventory of supplies; order supplies, as directed.
7. Scan and archive medical records, as needed; destroy records, when appropriate and as directed.

Security Center Operations

1. Receive revenues and make daily deposits of bail money processed through booking operations; verify amounts and allocate money to proper courts; balance receipts and monies.
2. Research, generate, and send bills monthly to bail bondsmen for bonds written and to U.S. Marshals for detainer fees.
3. Prepare court related documents daily based upon posted bail; submit release records to the courts; maintain related booking files; process and update records to reflect inmate status and release; archive records according to procedures.
4. Expunge records as approved or ordered by the courts; ensure timeliness and completeness of expungements.
5. Oversee identification badge process for entrance into security center facilities; utilize camera and computer software to create identification badges.
6. Assist with entering and tracking purchase orders.
7. Monitor office supplies; ensure availability of necessary inventory.

Corrections Reception

1. Monitor admittance into secure area of the facility; screen law enforcement officers, Adult Probation and Parole officers, attorneys, and medical personnel; verify court paperwork.
2. Accept and record Pay to Stay payments.
3. Research new addresses on returned billings; update records, as needed.
4. Function as a timekeeper for the division, as needed; 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 Resources Management.
5. Answer incoming calls and provide assistance; transfer calls and take messages, as needed.

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Transportation, Video Arraignment

1. Schedule transportation for inmate medical, juvenile court, and civil transports; maintain transportation schedule; prepare orders for transportation of inmates from court documents.
2. Coordinate transportation assignments with deputies to meet the demands of service.
3. Process correspondence via teletype for extraditions of inmates wanted in other states.
4. Communicate via phone with courts, law enforcement agencies, administrators, attorneys, the public, and co-workers regarding the transportation of inmates.
5. Prepare paperwork and schedule video arraignments within the security center.
6. Monitor office supplies; ensure availability of needed inventory; initiate purchases and monitor delivery of materials.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of the corrections functions of the Sheriff's Office
- Knowledge of legal processes associated with the maintenance of public records and documents
- Knowledge of the Sheriff's Office policies and procedures
- Knowledge of GRAMA regulations and other laws, codes, or regulations relevant to work performed
- 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 software programs unique to law enforcement
- Skilled in bookkeeping
- Ability to type accurate and at an acceptable rate, based on job duties
- 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 understand broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to train and lead others

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department and may function as a lead and trainer to others.

Work Environment

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may occasionally expose the incumbent to individuals in uncomfortable, emotionally charged, or dangerous circumstances. The

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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. 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 general clerical 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 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 GPS, Jail Industries, or Work Diversion must obtain Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for

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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 function must possess BCI certification upon reassignment or transfer.

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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