

# Sevier County

## Job Description



<b>Title:</b> Corrections Administrative Assistant I / II / III	<b>Department:</b> County Sheriff
<b>Grade:</b> I - 11 / II - 13 / III - 15	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> I - 535.1 / II - 535.2 / III - 535.3	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

### GENERAL PURPOSE

Performs a variety of **administrative support and complex clerical duties** as needed to expedite the day-to-day functions of an office, including, reception functions.

**Administrative Assistant I:** Entry Level

**Administrative Assistant II:** Working Level

**Administrative Assistant III:** Full Performance Level

### SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, Lieutenant or Captain with general guidance and direction of the County Sheriff

**Administrative Assistant I:** Close / **Administrative Assistant II:** Close to General / **Administrative Assistant III:** General

### SUPERVISION EXERCISED

**Administrative Assistant I:** None

**Administrative Assistant II:** None

**Administrative Assistant III:** May provide supervision to Administrative Assistant I or II if assigned by the Captain or Sheriff

### ESSENTIAL FUNCTIONS

#### **Administrative Assistant I or Basic Functions for Administrative Assistants I and II**

##### Administrative Support:

- Performs administrative clerical functions for the corrections facility;
- Acts as department initial point of contact and provides customer service via telephone calls or at the booking window;
- Coordinates and works with police departments, sheriff's offices, jails, dispatch, and various courts as needed;
- Maintains executive calendar and monitors staff training schedules;
- Apprises personnel of calendar commitments and schedules appointments;
- Communicates with public and agency personnel and apprises of court dates and other events affecting inmates;
- Composes and/or prepares various reports, letters, communications and correspondence;
- Mails out-of-county arrest records, including booking sheet, probable cause statements, finger print card, mug shots, etc.

##### Inmate Clerk:

- Receives, reviews, and ensures accurate completion of paperwork associated with incarceration;
- Gathers information from inmates, legal documents, and other sources including driver's licenses, motor vehicles, and warrants, creating and maintain inmate files and records;
- Data enters inmate information, histories, physical marks (scars, tattoos, etc.), medical information, etc.;
- Accesses confidential computer record as needed to update and correct inmate histories and information;
- Assigns arrest and commit control numbers, lockers, etc.;
- Monitors inmate numbers and status for contract cities;
- Enters day sheet activities in the computer and maintains a continuous record of events, activities and operations;
- Coordinates visitation activities;
- Tracks work release program and participants;
- Performs data entry for inmate files, incident reports, accounting statements, court documentation, etc.;
- Releases inmate funds according to established procedures;
- Prints daily jail roster of recent arrests.

##### Record Keeping:

- Maintains records such as commissary, medical records and requests, grievances filed, account balances (unpaid medical bills, bail, etc.);
- Maintains legal files and documents and follows established procedures related to creation and distribution of inmate records, documents offense tracking number (OTN) to generate attorney and court reports;
- Accesses files from National Crime Information Centers (NCIC), National Law Enforcement Telecommunications System (NLETS), NCIC Computerized Criminal Histories (CCH), Department of Motor Vehicles, statewide Warrant System, and Bureau of Criminal Investigations (BCI) testing files.

**Accounting:**

- Performs general accounting and bookkeeping functions related to department activities;
- Processes Accounts Receivable/Payable, may issue Purchase Orders;
- Assures proper billings are issued, tracked and revenues properly accounted for, i.e., work release, bond money, etc.;
- Updates the computer records, assures payment of bond, confirms receipt of all property and funds, and ensures inmate has no other charges pending;
- Receives, documents, and stores incoming inmate funds, including bail, and issues receipts; Ensures proper accounting of inmates and prepares billing invoices according to contracts;
- Collects and receipts payments for various services, i.e., medical bills, haircuts, DNA fees, fines, etc.;
- Posts revenue receipts for work crew services received from contract agencies;
- Distributes collections from State inmates to state;
- Performs reconciliation of special checking accounts and inmate accounts;
- Prepares deposit for delivery to county auditor;
- Computer enters inmate payroll.

**Administrative Assistant II** *(in addition to the essential functions outlined for Administrative Assistant I)*

- Creates and monitors prisoner records and detention time;
- Identifies prisoners eligible for release and initiates procedures for release and facilitates the release process;
- Submits reports to the State Records Department, FBI, INS, Utah Bureau of Investigation, and any other office as directed;
- Prepares state and federal reports, i.e. Death in Custody report, Annual Survey of Jail report, etc.;
- Ensures proper retention and archiving of all permanent records and destroys those that do not have to be retained.
- Assists in the development of annual division budget by preparing various documents and compiling related reports;
- Compiles, edits and sends monthly, quarterly and yearly billings to the Department of Corrections, auditor, etc., as directed;

**Administrative Assistant III** *(in addition to the essential functions outlined for Administrative Assistant I and II)*

- Assists in training of other Administrative Assistants and may supervise some individual projects.
- Monitors and tracks jail operations budget;
- Prepares jail census reports.
- Acts as lead administrative assistant in the correction’s office.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

**Administrative Assistant I:** Graduation from high school with additional course work in general office practices, bookkeeping, or operations; plus one (1) year of experience performing above or related duties.

**Administrative Assistant II** *(in addition to the education and experience for Administrative Assistant I):* Three (3) years performing the above related functions at Sevier County or five (5) years of progressively responsible experience as an administrative assistant in a law enforcement office with one (1) of those years being performed with Sevier County.

**Administrative Assistant III:** *(in addition to the education and experience for Administrative Assistant I and II):* Eight (8) years performing the above related functions at Sevier County or twelve (12) years of progressively responsible experience as an administrative assistant in a law enforcement office with three (3) of those years being performed with Sevier County.

\*An equivalent combination of education and experience may be considered for all levels

**2. Knowledge, Skills, and Abilities:**

**Administrative Assistant I:** Some / **Administrative Assistant II:** Working / **Administrative Assistant III:** Full Performance

**Knowledge of the following**

- Modern office practices and procedures; i.e. grammar, spelling, and punctuation and maintaining various record systems;
- MS Office, Excel, Word, WordPerfect, etc.;
- The civil functions of the Sheriff’s Office and its interrelationship with other county departments;
- Computer terminal operation and programs including law enforcement software;
- Legal processes associated with the maintenance of public records and documents and GRAMA;
- Administrative procedures, bookkeeping and basic accounting;
- Interpersonal communication skills.

**Skill in the following**

- Typing (40 wpm) and computer entry.

**Ability to**

- Exercise initiative, independent judgment, and to act resourcefully under varying conditions;
- Communicate effectively, verbally and in writing;
- Establish and maintain effective working relationship with other employees, supervisors, elected officials, other departments and the general public;
- Establish and maintain comprehensive records and files.

**3. Special Qualifications:**

- Must be able to type and operate a ten-key adding machine.
- Resident of Sevier County.

**4. Work Environment:**

- Incumbent of the position performs in a typical setting with appropriate climate controls.
- Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing.
- Occasional lifting generally not to exceed 25 pounds.
- Rapid work speed required to perform keyboard operations.
- Common eye, hand, finger, leg, and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.
- May occasionally, works within a secure area and in direct contact with inmates.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Current Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)