

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE MANAGER - SHERIFF  
CLASS CODE: 6497

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 10/26/2015 (REVISED 06/14/2008 VERSION)  
DEPARTMENT: SHERIFF

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## **JOB SUMMARY**

Under general supervision from a Chief Deputy or Under Sheriff, 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.

## **GENERAL ESSENTIAL FUNCTIONS**

Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure; conducts staff meetings.

Participates in the preparation of the annual budget; prepares and maintains office accounting records including purchase orders, budget adjustments, payroll, and accounts payable and receivable; determines need for and orders office materials, equipment, and supplies.

Reviews clerical and administrative work processes and improves methods used; monitors and updates department policies relating to assigned function; establishes and maintains filing and other systems; handles difficult or confrontational customers and resolves unusual problems; performs all duties of subordinates to ensure efficient operation of the office.

## **ESSENTIAL FUNCTIONS SPECIFIC TO ASSIGNMENT**

### **Operations**

Supervises records management operations; monitors release of information requested from private and public agencies; ensures all releasing of information complies with Government Records Access Management Act (GRAMA) regulations; coordinates release of information with the County Attorney's Office.

Oversees the release of records relating to background/criminal history investigations and inquiries; ensures private and protected information is not released; oversees and monitors criminal expungements as required by the court system.

Oversees clerical personnel and processes relating to judicial services, civil processing, court security, and fugitive warrants.

### **Corrections**

Oversees and/or prepares monthly billing for State of Utah felony inmates housed by the County; reviews status of all inmates booked in and out of the facility and prepares reimbursement documents; monitors

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Status of inmates to ensure accuracy of monthly billing statements; participates in Department of Corrections audits.

Processes necessary information for payroll for assigned divisions; utilizes the County's time-entry system to ensure proper reporting of work time; oversees assigned division personnel responsible for reporting and entering work time data; generates and signs off on division payroll reports.

Oversees clerical personnel and processes relating 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**

Oversees clerical personnel assigned to perform case file maintenance; maintain comprehensive and up-to-date incident and property records; assist detectives with criminal research, i.e. Utah Criminal History, NCIC III, out-of-state vehicle registration, driver's license information, NCIC wanted persons, stolen autos, property checks, and background checks.

Oversees 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, shoplifting etc.

Oversees clerical personnel assigned to monitor and maintain sex offender registrations and perform other duties relating to tracking sex offenders residing in Utah County.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Considerable Knowledge of:**

Office management practices and procedures of the Sheriff's Office, Utah County Rules and Regulations, GRAMA regulations and other laws, codes, or regulations specific to assignment.

### **Working Knowledge of:**

Proper grammar, spelling, and punctuation.

### **Skill in:**

Reading, writing, and basic bookkeeping.

Operating standard office equipment.

Word processing, data entry, document composition, and spreadsheet creation.

### **Ability to:**

Maintain cooperative working relationships with those contacted during the course of work activities.

Communicate effectively verbally and in writing.

Effectively motivate and supervise others.

Maintain confidentiality of sensitive records and information.

Create and maintain record keeping, filing systems, and other work processes.

## **PHYSICAL DEMANDS**

### **Regularly:**

Sits at a desk.

Walks, stands, or stoops.

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Uses tools or equipment requiring a high degree of dexterity.  
Works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:**

Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 30 pounds.  
Drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room.

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two years directly related to the duties described above OR an equivalent combination of education and experience. Preference may be given to applicants with lead or supervisory experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

**LICENSING AND CERTIFICATION**

Must possess a valid State of Utah Driver's License. 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.

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 and may be required to have specific job-related knowledge and skills.