

Uintah County

Job Description



Title:	Secretary	Code:	400
Division:	Patrol/Administration	Effective Date:	3/07
Department:	Sheriff	Last Revised:	11/09
FLSA Cat:	Non-Exempt	Pay Grade:	16

GENERAL PURPOSE

Performs a variety of **working level complex clerical and secretarial** duties to ensure the effective operation of the County Sheriff's Office.

SUPERVISION RECEIVED

Works under the general supervision of the County Sheriff or Chief Deputy.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (May be assigned to one or some of the following duties)

Provides administrative support for various law enforcement functions, including general office duties, record keeping, filing, document preparation, transcription, and inbound/outbound mail management; coordinates with departmental personnel collect and report hours worked for payroll calculations; tracks and records POST training hours, maintains personnel records.

Acts as department initial point of contact; receives phone calls and greets walk-in public; determines needs, provides basic information and directs callers to appropriate authority; recognizes emergency calls and processes according to department protocol; provides secretarial support services to department personnel and officers; types, composes and/or prepares various reports, letters, communications and correspondence.

Maintains court calendar; tracks case court times and apprises staff of hearings; maintains contact with attorneys, courts, judges and crime labs as needed to follow up on case reports to obtain final disposition and verify court dates.

Establishes and maintains files, records and reports and all complaints received by the County Sheriff's Department; logs, compiles and files all information and documents; receives and processes civil/criminal documents, reviews for accuracy, assigns to deputies for service; monitors disposition of document, manages change in documents and orders, logs disposition and bills for appropriate fees and returns to agencies; receipts and deposits payments.

Logs legal documents such as writs, summonses, supplemental orders, civil bench warrants, trustee sales, orders of sales, etc. for processing; monitors all logs, documents, records and information processed by the division to assure correctness and accuracy; initiates changes as needed.

Assists in the preparation and processing of officer reports; takes statements from witnesses; supplies record checks to authorized agencies and supplies file data as needed; records incoming calls and relays information to appropriate agencies.

Receives, logs and updates evidence records; assures integrity of all evidence through all stages of the evidence management process, including distribution, return, destruction and/or sale of items; maintains control of recovered properties; establishes inventory system; processes property claims upon proper

verification of ownership; processes evidence to state toxicology lab for analysis; ensures proper disposal of evidence and stored property.

Performs general monitoring of departmental financial activities and records; prepares and issues accounts receivable invoices; tracks expenditures; assists in the organization and preparation of annual budget details.

Acts as "Records Manager"; oversees maintenance of case file system; maintains accurate, comprehensive, and up-to-date incident, property, and criminal history records; processes traffic accident reports; obtains driver's license information, vehicle registration, Utah Criminal History, NCIC III (Interstate Identification Index), Out-of-State vehicle registration, driver's license information, NCIC wanted persons, stolen autos, property checks, etc.; coordinates with various requesting agencies and court officials; processes GRAMA requests.

Provides clerical support for the creation and processing of various civil documents and warrants requiring service by the Sheriff's Department; coordinates with administrators, deputies, attorney, judicial and court personnel; assures accuracy of arrest information and distributes to other agencies and jurisdictions; creates and maintains record log, collects fees for service, creates collection report and deposits revenues with County Auditor.

Maintains department vehicle fleet records; monitors status of vehicles for proper registrations, insurance coverage and preventative maintenance; tracks vehicle assignments.

Monitors office supply inventory; prepares inventory orders; receives and inspects orders upon receipt to verify accuracy; disburses orders; ensures compliance with established purchasing guidelines and regulations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or GED;

AND

B. Three (3) years of general office or customer service experience,

2. Required Knowledge, Skills and Abilities:

Considerable knowledge of the general office processes and procedures; clerical processes and procedures associated with confidential documents; grammar, spelling and punctuation; **Basic knowledge of** general law enforcement practices and procedures, including knowledge of basic bookkeeping.

Skill in the operation of telephone equipment, personal computer operation and various software applications such as word processing, spreadsheets, and data processing.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; learn and understand in a short period of time complex aspects of a law enforcement record system; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, elected officials, other agencies and the public; establish and maintain comprehensive records and files.

3. Special Qualifications:
None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as

walking, standing, stooping, sitting, reaching, talking, hearing and seeing. 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, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. 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. Date: _____
(Employee)