

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE SUPERVISOR - WARRANTS
CLASS CODE: 6496

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISORY

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision from an Office Manager, performs supervisory, routine administrative and complex clerical duties relating to judicial services, civil processing, court security, and fugitive warrants.

ESSENTIAL FUNCTIONS

Supervises lower classified clerical employees including monitoring work, evaluating performance, conducting performance appraisals, administering discipline, scheduling leave, and providing training, assistance and guidance as needed; performs duties of those supervised as necessary.

Receives, screens, and routes telephone calls and personal visitors to appropriate individuals and responds to legal questions from involved parties; takes dictation, types memoranda and letters, and transcribes complex and confidential reports for assigned personnel; composes division correspondence.

Processes reports and citations by preparing misdemeanor and felony arrest forms and determines the appropriate office to forward information needed for prosecution of case.

Coordinates and enters criminal and felony warrant information into county Spillman system or NCIC daily.

Serves as liaison with the Commission on Criminal & Juvenile Justice (CCJJ) extradition coordinator and corrections institutions; coordinates and schedules in and out of state extraditions for Utah County; provides extradition information and reports to law enforcement agencies, the public, and others as requested.

Coordinates and submits appropriate paperwork for Governor's Warrants with the state extradition office.

Processes billings and prepares reimbursements for extraditions, cellular phones, meals, and out-of-pocket purchases for deputies.

Oversees the collection, maintenance and weekly submission of warrant/bail monies to the County Treasurer; receives funds, records information, monitors accounts and submits quarterly reports to the Auditor's Office for monies received in extraditions, bail monies, and civil processing accounts.

Prepares and distributes payroll, division forms, monthly logs, and a variety of files and records including civil forfeitures.

Serves as TAC (Terminal Agency Coordinator) for Judicial Services. Conducts mandatory monthly and annual BCI and FBI audits and validations of National Crime Information Center (NCIC) data.

Coordinates and enters criminal warrant information (NCIC) on National Law Enforcement Telecommunications System (NLETS).

Compiles information from reports, citizens, and other areas for the apprehension of warrant suspects.

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Prepares complex legal documents including Sheriff's Sales, Writs, and Civil Bench Warrants.

Enters and monitors purchase orders for the Judicial Division; follows up to ensure payment to supplier; submits W-9 form to supplier when appropriate; maintains inventory and monitors budget for purchasing office supplies.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal terminology, court systems, and legal procedures; Knowledge of the policies, procedures, and laws relevant to the activities of the Judicial Services function; Ability to use a computer, word processor, and other standard office machines; Skill in multiple computer programs and applications including basic spreadsheets; Skill in data entry, proofreading, and basic bookkeeping and accounting; Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Knowledge of supervisory techniques; Ability to make independent judgements and effectively direct the work or others; and Ability to handle multiple tasks concurrently.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; Regularly use tools or equipment requiring a high degree of dexterity; and Work for sustained periods of time maintaining concentrated attention to detail.

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. Work occasionally exposes incumbent to angry or otherwise upset individuals.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience of which two (2) years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. 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

Incumbent must be bondable and must obtain State of Utah Certificate of Authority of Notary Public within first three months in position. Incumbent must successfully complete Bureau of Criminal Identification (BCI) training and successfully pass the proficiency test as required for state certification within first six (6) months in position and must maintain certification thereafter.

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.