

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OFFICE MANAGER - JAIL INDUSTRIES
CLASS CODE: 6498

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general supervision of the Jail Industries Manager, performs supervisory, detailed bookkeeping, financial tracking, and other advanced administrative support duties pertaining to the record keeping and accounting functions of the Jail Industries Program.

ESSENTIAL FUNCTIONS

Supervises, plans, and coordinates the work of assigned clerical 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 recommendations related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Recommends operational policies and practices consistent with federal certification requirements; implements policies and procedures upon approval of administrators; monitors compliance with approved operations to ensure continuance of program support and funding.

Coordinates administration, operations and financial accounting for Jail Industries Program; establishes and maintains financial accounting and reporting systems to maintain individual inmate accounts, profit and loss results of participating companies, and total program profitability.

Acts as a liaison for participating companies; processes operational problems; provides correspondence support and coordination of financial activities with county, state and federal agencies; develops, prepares and submits payroll information, ensures proper deposits into victim restitution accounts; prepares and submits quarterly and year-end profit and loss statements to Bureau of Justice Assistance and Crime Victims Reparation Fund.

Monitors ongoing status of program certification; coordinates with federal, state and county authorities as needed to ensure continuance of program and proper certifications.

Participates in preparation of the yearly budget; monitors budget, tracks expenditures, and coordinates disbursement of funds with department head; prepares and maintains office accounting records including purchase orders, budget adjustments, payroll, and accounts receivable and payable; collects and distributes employee paychecks and related payroll documents.

Participates in the application and maintenance of funding sources and grants; prepares grant materials, ensures compliance with terms, stipulations and guidelines of funding sources.

Types correspondence, reports, memoranda, applications, certificates, and other materials from copy, rough draft, short hand, or other sources; establishes and maintains filing systems; provides information regarding program policies, procedures, and general information to County employees and the public.

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CLASS CODE:

PAGE 2

Reviews department clerical and administrative work processes and improves methods used.
Provides backup support for all clerical functions in department.

Answers telephones and assists callers by taking messages and providing information.

Attends various meetings on behalf of program administrators.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: contract terminology and requirements; County policies and practices; bookkeeping and filing procedures.

Skill in: various computer applications such as word processing, spreadsheets, and data entry; written and verbal communication; grammar, punctuation, composition, spelling, and math; operating a variety of office equipment;

Ability to: efficiently organize and complete own work while supervising and training others in their work; take accurate dictation; solve problems and make decisions in the absence of department administrators; establish and maintain effective working relationships with those contacted in the course of work activities; perform detailed and complex analysis and prepare reports; and effectively organize projects.

PHYSICAL DEMANDS

Regularly: sit at a desk, walk, stand, or stoop; work for sustained periods of time maintaining concentrated attention to detail.

Occasionally: lift or otherwise move objects weighing up to 25 pounds; distinguish between shades of color.

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 requires regular contact with inmates which exposes incumbent to potentially hostile situations.

EDUCATION AND EXPERIENCE

Associate degree in a business management or finance-related field and five (5) years of complex clerical or administrative support work experience including two years 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 are subject to, and must pass, a full background check.

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.