

# Uintah County

## Job Description



<b>Title:</b>	Administrative Secretary	<b>Code:</b>	526
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Corrections	<b>Last Revised:</b>	2/12
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	21

### GENERAL PURPOSE

Performs a variety of **full performance complex clerical and secretarial** duties designed to expedite the data entry and records management functions for the corrections division of the office of County Sheriff.

### SUPERVISION RECEIVED

Works under the close to general supervision of the Corrections Commander.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Provides secretarial support services to department personnel and officers; types, composes and/or prepares various reports, letters, communications and correspondence; prepares quarterly death and custody reports, jail census reports, etc.

Responds to telephone calls from the public and assists walk-in callers; schedules appointments and follows up on schedules; appraises personnel and staff of calendar commitments.

Performs general accounting and bookkeeping functions related to division activities; performs reconciliation of special checking accounts and inmate accounts; releases inmate funds according to established procedures; receives and receipts daily bail payments; assures proper billings are issued, tracked and revenues properly accounted for, i.e., work release, house arrest, bond money, etc.; prepares deposit for delivery to county auditor; assists in the development of annual division budget by preparing various documents and compiling related reports; monitors and tracks jail operations budget.

Assists division lieutenant and managers in establishing and updating written jail policy and procedures manuals, forms, letters, directives, memorandums, etc.; assists with legal updates and loss prevention management.

Performs technical clerical functions for the corrections facility; operates computer as needed to enter day sheet activities and maintain a continuous record of events and activities and operations; tracks work release program and participants; assigns arrest and commit control numbers, lockers, etc.; data enters inmate information, histories, physical marks (scars, tattoos, etc.), medical information, etc.; maintains hard copy file and records system; distributes various legal documents to county attorney and court authorities.

Monitors inmate numbers and status for contract cities; ensures proper accounting of inmates and prepares billing invoices according to contracts.

Creates and monitors prisoner records and detention time; prints daily jail roster of recent arrests; identifies prisoners eligible for release and initiates procedures for release; accesses confidential computer record as needed to update and correct inmate histories and information; communicates with public and agency personnel and appraises of court dates and other events affecting inmates; coordinates visitation activities.

Assists in the performance of matron related duties such as inmate transports, bookings, pat-downs, strip-searches, security checks, releases, control room monitoring and similar security activities.

**MINIMUM QUALIFICATIONS**

1. Educations and Experience:

- A. Graduation from high school with course work in the fields of bookkeeping, accounting, and general office practices, plus one (1) year of post high school training in bookkeeping, accounting, general office practices or a related field,
- AND
- B. Two (2) years of experience performing above or related duties;
- OR
- C. An equivalent combination of Education and Experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** general office management practices and procedures of the division; basic bookkeeping and accounting methods. The civil functions of the department of county sheriff and its interrelationship with other county departments; interpersonal communication skills; computer terminal operation and programs unique to civil document processing requirements.

**Ability to** develop effective working relationships with subordinates, department heads and other state officers and employees; perform basic mathematical computations; resolve minor personnel problems; communicate effectively, verbally and in writing; read and interpret Idaho laws affecting total operations of the civil processing division; operate standard office equipment (i.e., calculator, typewriter, and photo copy machine).

3. Special Qualifications:

Must be able to type and operate ten-key-adding machine.  
Must be able to type 60 wpm.

4. Work Environment:

Incumbents of the position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, occasionally 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 for many elements of the job. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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**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)