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Sheriff Lead Support Clerk - Ogden, UT

📅 27-Jan-2020 to 30-Jan-2020 (MST)

👮 Sheriff

📍 Ogden, UT, USA

💰 \$15.41 - DOQ

📅 Hourly

👤 Full Time

👍 Health, Dental, Vision, Life, Retirement, Vacation and Sick Leave

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Under the general supervision of an administrative superior, performs specialized and complex clerical work requiring the exercise of independent judgment.

YOUR RESPONSIBILITIES:

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Acts as a lead worker over one or more clerical personnel, as assigned.

Audits, prepares, assembles, and checks inmate records, law enforcement records, and/or civil process documents, ensuring accuracy.

Reviews, composes, and processes routine correspondence and reports, examining for accuracy and completeness; determines information to be extracted for further use; determines routing and filing; resolves discrepancies by consulting with supervisory or subordinate staff, as necessary.

Maintains records and accounts; compiles and reconciles report data.

Coordinates and works with federal, state, and local entities, including distribution of information to and from the courts.

Prepares and supervises the preparation of scheduled calendar of events, concerning inmate moves and appointments with various disciplines, including inmate programming.

Receives telephone calls and personal callers to the facility; handles question relating to matters of a non-technical manner.

Tracks employee evaluations and helps maintain employee personnel files, to include electronic employee database, providing information and reports as requested. Tracks military, FMLA, and other leave as necessary.

Assists with workers compensation fund claims and documents for employees, inmate workers, volunteers.

Enters, processes, and reports on employee time and service (payroll).

Maintains and compiles monthly and annual reports.

Other duties as assigned.

ABOUT YOU:

Education: High school graduation or equivalent.

Experience: Four years of increasingly responsible experience in general clerical, records, or secretarial work.

Any equivalent combination of education and experience.

Knowledge: Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of typing and data entry procedures; considerable knowledge of spelling and grammar rules.

Abilities: Ability to lead and organize the work of others; ability to perform complex records clerical work requiring moderate exercise of independent judgment; ability to keep accurate records; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the general public.

YOUR SPECIAL QUALIFICATIONS:

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Must be able to test for and attain Bureau of Criminal Identification certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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