



Salt Lake County Job Description

Assistant Supervisor

DEPARTMENT: Sheriff

JOB CODE: 440 **GRADE:** 012

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: County Jail/9120

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: 05/01/2017

JOB SUMMARY

Assists with supervision of personnel and ensures efficient functioning of the office.

MINIMUM QUALIFICATIONS

Two (2) years of clerical experience such as: customer service, answering phones, filing and computer skills in data entry, spreadsheet, work processing and experience using photocopier and/or fax machine.

Due to the nature of this position, the successful applicant must successfully pass an initial criminal background check as well as every two years thereafter and continuously meet the requirements of the Bureau of Criminal Identification (BCI).

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Provide guidance and direction to staff; develop and implement policy for day-to-day operation within the unit.
- Responsible for the training of new employees as well as ongoing job-related training of Unit personnel.
- Prepares employee performance evaluations providing guidance, coaching and mentoring. Investigates reports of misconduct and recommends disciplinary action.
- Interviews candidates for job openings and makes hiring recommendations.
- Works closely with other supervisors and staff members to resolve problems and conflicts.
- May ensure that mail is handled and accounted for according to policy and procedure.
- May supervise delivery of purchased items to prisoners and scheduling of prisoner visits. Ensures professional phone room etiquette.
- May review items offered for sale to prisoners by the contract service provider and coordinates changes.
- May assist the Unit Supervisor by verifying validity of documents/identification from the Public, Attorney's, Clergy's, Law enforcement for visitation with the prisoners.
- May Respond to GRAMA Requests, Subpoena's, and Court Orders for Criminal History Records.

- May assist the Unit Supervisor by verifying the accuracy of prisoner paperwork and data entry for all bookings, releases and interim court-related additions and modifications, and verifying the validity of documents from surrounding courts and criminal justice agencies.
- May maintain log of unusual incidents involving court documentation and related problems and suggests options for resolutions.
- May communicate with the courts, ensuring appropriate paperwork is received and instructions followed.
- May facilitate and reviews documents so jail prisoners are appearing before the court on time.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Telephone etiquette
- General office software and equipment
- Personnel supervision methods data entry
- Business English

Skills and Abilities to

- Communicate efficiently both verbally and in writing
- Follow written and verbal instructions
- Interpret Sheriff's Office Policies and Procedures
- Work independently
- Maintain confidentiality
- Communicate effectively with people of diverse backgrounds
- Demonstrate public relations skills
- Plan and organize work
- Perform effectively under pressure
- Exercise good judgment and common sense
- Function as both a team leader and member

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Requires lifting up to 20 lb, sitting for extended periods of time, standing, walking.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised: 01/16/2017/MB