



Salt Lake County Job Description
Assistant Court Liaison Supervisor

DEPARTMENT: Sheriff's Office
JOB CODE: 441 **GRADE:** 012
SALARY PLAN: GEN
SAFETY SENSITIVE: No

DIVISION: County Jail/9120
FLSA STATUS: Non-Exempt
EFFECTIVE DATE: 07/14/2015

JOB SUMMARY

Under the direction of the unit supervisor, ensures that the Processing/Court Liaison Unit functions efficiently and meets the needs of the office.

MINIMUM QUALIFICATIONS

Two (2) years of clerical experience. Preference may be given to jail processing/court liaison experience. Supervisory experience is preferred but not required.

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.

- Directly supervises corrections specialists.
- Assists with the scheduling and assignment of personnel to ensure adequate coverage.
- Responsible for the training of new employees as well as ongoing job-related training to unit personnel.
- Assists with interviewing candidates for job openings and makes hiring recommendations.
- Works closely with other supervisors and staff members to resolve problems and conflicts.
- Assists the unit supervisor by verifying the accuracy of prisoner paperwork and data entry for all bookings, releases, and interim court-related additions and modifications.
- Assists in the preparation of employee performance evaluations providing guidance, coaching, and mentoring.
- Communicates with the courts, ensuring appropriate paperwork is received and instructions followed.
- Assists the unit supervisor by verifying the validity of documents from surrounding courts and criminal justice agencies.
- Assists in ensuring the due process of prisoners in the Corrections Bureau.
- Assists in investigating reports of misconduct and recommending disciplinary action.
- Facilitates and reviews documents to ensure that jail prisoners are appearing before the court on time.

- Maintains a log of unusual incident involving court documentation and related problems and suggests options for resolution.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Sheriff's Office policies and procedures
- Sheriff's Office computer systems
- Operate standard office equipment
- Business English
- Professional telephone etiquette

Skills and Abilities to:

- Work independently
- Follow written and instructions
- Maintain confidentiality
- Communicate effectively with people of various social, economic, and ethnic 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

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised: 01/16/2017/MB