



## Salt Lake County Job Description

### Assistant Court Liaison Supervisor

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**DEPARTMENT:** Sheriff's Office

**JOB CODE:** 441 **GRADE(S):** 12

**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
- General Office Equipment
- Business English
- Spelling, grammar, and punctuation
- 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 Date/Consultant's Initials: 12/03/2015 DW