



## Salt Lake County Job Description

### Assistant Booking/Releasing Supervisor

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**DEPARTMENT:** Sheriff's Office

**DIVISION:** County Jail/9120

**JOB CODE:** 439 **GRADE:** 012

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 07/28/2015

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

Ensures that the unit functions efficiently and meets the needs of the office. Directly supervises jail clerks during an eight-hour shift. Cooperates with others, in and out of the unit, to resolve problems.

#### **MINIMUM QUALIFICATIONS**

Applicants must have 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.*

- 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, and verifying the validity of documents from surrounding courts and criminal justice agencies.
- Assists in employee performance evaluations, providing guidance, coaching, and mentoring, ensuring the due process of prisoners in the Corrections Bureau, and investigating reports of misconduct and recommending disciplinary action.
- Communicates with the courts, ensuring appropriate paperwork is received and instructions followed.
- Facilitates and reviews documents so jail prisoners are appearing before the court on time.
- Maintains log of unusual incidents involving court documentation and related problems and suggests options for resolutions.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- General office equipment and procedures
- Sheriff's office policy and procedures
- \*Jail policy and procedures, particularly those relating to supervised area, safety, and security
- \*Sheriff's office computer systems
- \*Sheriff's office computer-aided dispatch/county and state computer files
- \*Techniques of effective supervision, management, interviewing, training, and evaluating

\*Must know, or be able to learn, by the end of the six month probationary period.

### **Skills and Abilities to:**

- Operate standard office equipment
- Work with computer software related to job specific duties
- Plan and organize work
- Follow written and oral instructions
- Perform repetitious duties with high degree of accuracy
- Train, develop, and evaluate personnel
- Communicate effectively both verbally and in writing
- Pay attention to detail
- Carry out tasks through to completion
- Maintain confidentiality
- Perform effectively under pressure
- Work well with others, using tact and diplomacy

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Must be able to sit for long periods of time, lift up to 20 lbs., place items on cart or shelf up to four feet from floor, and move about the facility to oversee other staff.

## **IMPORTANT INFORMATION REGARDING THIS POSITION**

This position is subject to being called to work prior to or after the scheduled shift in the event of an emergency. May be required to work holidays, nights, and weekends as needed.

Revised: 01/16/2017/MB