

**Class Title:** Jail Administration Specialist II  
**Department:** Sheriff Corrections  
**FLSA:** Non-Exempt

**Class Code:** 1102  
**Grade:** 13  
**Eff. Date:** 06/26/2025

**GENERAL PURPOSE**

Under the general supervision of an administrative authority, performs working level specialized clerical work requiring advanced knowledge of interrelated departmental paperwork and procedures. Performs a variety of routine and specialized clerical work pertaining to functions at the Davis County Jail.

**EXAMPLE OF DUTIES**

Reviews, verifies, and enters information into the Jail Management System to include the processing of newly admitted and released inmates.

Types letters, statements, narrative and statistical reports, minutes, agendas, and other documents; fills in data on standard office forms as required. May draft routine correspondence.

Processes reports, forms, payments, certificates, applications, or other materials; examines for accuracy and completeness; makes additions or resolves discrepancies consulting with supervisor or other employees as required.

Maintains records, files, indexes, registers and books according to established methods and procedures; compiles and tabulates data for records and reports; maintains inventories and orders supplies.

May accept fees for payments; balances cash on hand against receipts; prepares and balances deposits; issues receipts, notices, certificates, and licenses and keeps simple records of transactions; makes simple mathematical computations.

Greets the public at the front window and receives telephone calls, handling any questions or matters, including but not limited to: non-technical or routine nature inquiries, how to add money on inmate accounts, and directing others to the appropriate staff member; receives, reviews, and ensures accurate completion of paperwork associated with Court Ordered Book and Release or Commitment; enters and retrieves information to the National Crime Information Center (NCIC) system; assist at kiosks when needed.

Assists and processes personal or professional visitors as required. Arranges visitation meetings and facilitates various activities with inmates, visitors, attorneys, governmental entities, or authorized citizens. Schedules inmate haircuts and coordinates with barbers.

Completes fingerprints for the public as requested.

Receives, sorts and distributes incoming and outgoing inmate mail and electronic email; inspects emails and mailed items for unauthorized content and contraband. Records and enters postage

charges and fees into inmate's account. Receives and distributes mail to appropriate staff members; provides information to the public, answers inquiries, and complaints from the public.

Operates computer and all applicable software applications; operates standard office equipment; takes notes or conducts machine recording as required.

May operate a motor vehicle.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

High school graduation plus two (2) years of full time related clerical employment; an acceptable combination of education and experience may be considered.

**2. Special Qualifications:**

Must be bondable and/or become a notary.

Must be (or become within six months of hire date) certified to access records through the Utah Criminal Justice Information System (USJIS).

Must pass the Davis County Sheriff's Office (DCSO) background investigation. As part of the background investigation, the DCSO requests that all applicants submit to a pre-employment eye detect examination.

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** Sheriff's office and jail practices, policies and procedures, specialized duties, standard office computer operations and software applications including word processing, data entry, and spreadsheets; public safety terminology, applicable laws and practices; inmate financial recording, tracking, and disbursement.

**Skill in:** keyboarding as required by the position; using all applicable computer hardware and software applications; using a multi-line telephone.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah

motor vehicle rules and regulations.

**Ability to:** proofread and correct documents and forms; correctly use grammar, spelling, and punctuation; perform routine and detailed clerical duties; communicate effectively (orally and in writing); understand and follow written and oral instructions; perform basic mathematical computations; establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

## **WORKING CONDITIONS**

Work duties are typically performed in a general office setting, located within the Sheriff's Office jail lobby area. Includes interaction with inmates, family/friends, and public visitors. While performing the duties of this job, the employee is frequently required to sit, walk, talk, see, hear, stand, stoop, and reach on a regular basis. Must be able to lift 20 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***