



## CLASS SPECIFICATION

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

**Class Code:** 1103  
**Grade:** 15  
**Eff. Date:** 06/25/2025

### GENERAL PURPOSE

Under general supervision of the Corrections Chief Deputy or designee, performs senior level administrative support duties for the jail administrative staff, including specialized and complex clerical work. (This classification functions as a lead worker and is not part of a career ladder job series.)

### EXAMPLE OF DUTIES

Performs lead worker duties, mentors, coaches, trains, and monitors the work of team members; assists the area supervisor/manager with employee performance reviews in compliance with Davis County Policies and Procedures and practices; addresses and documents performance problems in a timely and efficient manner; assists with disciplinary action as directed; tracks employees' training and certifications. Fills in for other employees in the office as needed; may assist with work assigned to staff members as needed; maintains confidentiality as appropriate.

Monitors and approves work schedules, time-off requests, and timesheets of team members.

Composes and processes routine and special correspondence, reports, forms, billings, payments, certificates, applications or other material; examines and ensures accuracy and completeness; makes corrections or resolves discrepancies consulting with supervisors or other employees as required.

Reviews correspondence and reports; determines information to be extracted for further use; determines routing and filing; maintains records and accounts; compiles, computes and tabulates data for reports requiring some judgment as to content.

Establishes and maintains a variety of filing systems and records.

Performs bookkeeping and/or billing duties. Collects fees where some degree of personal judgment is involved in the decision; prepares and issues receipts, notices, certificates and licenses and keeps records of transactions.

Receives telephone and in-person calls, handling questions or matters of a technical nature and directing others to the appropriate staff member; receives and responds to complaints; assists visitors in filling out necessary forms and documents.

Researches and indexes proper material to keep the files current and to answer any inquiries that may arise.

May arrange for meetings and/or conferences and prepare agendas; may take and distribute minutes.

Operates computer hardware and all applicable software applications and/or other standard office equipment as required.



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May operate a motor vehicle.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

High school graduation plus four (4) years of full-time increasingly responsible clerical work, two (2) years of which must have been as a Jail Administration Specialist II or equivalent level; an acceptable combination of education and experience may be considered.

#### 2. Special Qualifications:

Must be bondable as required by position.

Must have keyboard typing skills at minimum 40 wpm (net).

Must pass the Davis County Sheriff's Office (DCSO) background investigation.

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:** organizational leadership concepts; County and departmental policies, procedures and practices; modern office practices and procedures; business English; proper grammar, punctuation, composition, spelling, math, and interpersonal relations; correspondence formats and composition; specialized duties required by the position.

**Skill in:** creating and maintaining documents and spreadsheets; operating common word processing applications; operating a variety of modern office equipment including computer hardware and all applicable software.

**Ability to:** perform complex and detailed clerical and specialized work; compose documents using proper grammar, spelling, and punctuation; use computer hardware and applicable software applications; establish and maintain filing systems and keep orderly records; organize assignments and prioritize tasks; communicate effectively (orally and in writing); follow written and oral instructions; make mathematical computations rapidly and accurately; establish and maintain effective working relationships with supervisors, other employees/departments, and the general public.



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### 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 modifications to reasonably accommodate individuals with disabilities.***