



CLASS SPECIFICATION

Class Title:	Jail Administration Specialist I	Class Code:	1101
Department:	Sheriff, Corrections	Grade:	10
FLSA:	Non-Exempt	Eff. Date:	06/26/2025

Under close supervision of an administrative superior, performs a variety of routine and specialized clerical work pertaining to functions at the Davis County Jail.

EXAMPLE OF DUTIES

Performs routine clerical duties including searching files, filing, sorting and distributing mail, answering telephones, relaying messages, and receiving, sorting, and distributing supplies.

Fills in data on standard office forms; posts data to various records; collates and assembles materials according to established methods and procedures; reviews reports and forms for accuracy and completeness.

Performs receptionist duties over the phone or at the service window and provides information of a general nature or refers others to appropriate staff member. 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, 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 through the National Crime Information Center (NCIC) system; assist at kiosks when needed.

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.

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; 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 act as a cashier in receiving funds.

May operate a motor vehicle.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation plus six (6) months of related clerical employment; an acceptable combination of education and experience may be considered.

Career Ladder: This position is part of a career ladder job series. Incumbents in this classification may be eligible to advance to Jail Administration Specialist II on her/his eligibility date, after meeting the minimum requirements for the position and upon supervisor's recommendation and



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Administrative Officer concurrence. An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

2. Special Qualifications:

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, maintain the minimum vehicle liability insurance as specified in the Utah Code, 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).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of modern office practices, procedures, and equipment. Knowledge of standard office computer operations and software applications including word processing, data entry, and spreadsheets.

Ability to: perform routine and detailed clerical duties; follow written and oral instructions; make simple mathematical computations; establish and maintain effective working relationships with supervisors, other employees, 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 modifications to reasonably accommodate individuals with disabilities.**