

LIST OF
CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION
PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH
JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
CORRECTIONAL ASSISTANT	\$11.88/HR	05-10-2013

WEBER COUNTY CORRECTIONAL FACILITY

JOB SUMMARY Under close supervision of an administrative superior, performs a variety of routine tasks in a support role assisting correctional officers or other staff in areas such as, processing the intake of offenders into the Weber County Correctional Facility, routine control room functions, limited data terminal entry. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) **This position requires rotating shift work. The shifts are comprised of hour as required, days per week as required with each shift rotating every three months. This requires that you work weekends, holidays, etc.** Accepts fees for payment, issues receipts, balances cash on hand against receipts keeps simple records of transactions, makes simple mathematical computations. Obtains offender names, charges, sentences, and other booking information according to established methods and procedures. Performs other routine activities in support of the booking process such as logging information, issuing clothing, answering routine questions, completing an inventory of needed supplies. Maintains reports as directed, processes information, fills in data on standard facility forms. Receives telephone and personal callers, handling any question or matters of a non-technical or routine nature and directs others to the appropriate staff member. Assists correctional officers with electronic inmate housing control room functions, consistent with the correctional assistants' qualifications. Performs related work as required.

MINIMUM QUALIFICATIONS *High school graduation or equivalent, AND Two years of increasingly responsible experience* in clerical work; work experience must be appropriate to the position to be filled. Corrections experience or corrections or law enforcement related training preferred. OR Any equivalent combination of education and experience. **Preference will be given to individuals with experience in Criminal Justice.**

Working knowledge of computer data entry, working knowledge of specialized duties required by the position. Ability to complete simple reports and other paperwork, assist in monitoring inmate activities; ability to follow written and verbal instructions; ability to work in a stress related environment in proximity to offenders; ability to establish and maintain effective working relationships with employees, other departments, and the general public. **Capable of standing/sitting for extended periods; capable of working in proximity of offenders in a jail setting.**

SPECIAL QUALIFICATIONS Must have no criminal record. Must pass extensive background examination.

TOOLS AND EQUIPMENT USED Visual and audio security systems; 10-key, phone switchboard; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Position Closes MAY 24, 2013

**COUNTY APPLICATION is available at www.co.weber.ut.us and must be submitted to:
Weber County H.R. 2380 Washington Blvd., #340, Ogden, Utah 84401 (801) 399-8632**

DRUG & BACKGROUND TESTING REQUIRED

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER