



Tooele County Sheriff's Office

Job Title: Civilian Support Staff

Salary Range: \$12.79 hourly

Status: Full-Time with Benefit Package

Closing Date: January 12, 2018 at 5:00 p.m.

The Opportunity

Tooele County Sheriff's Office is looking for hard-working individuals to fill the duties of Civilian Support Staff. The ideal candidates will perform a variety of duties for the Tooele County Detention Center in the Booking and Control Room areas. Will be required to work rotating shifts to include weekends and holidays. **This is a revenue sensitive position.**

Example of Duties:

- **Booking** staff performs as a data entry booking clerk to facilitate data entry of related information required for completion of the booking process.
- Accesses files from National Crime Information Centers (NCIC), National Law Enforcement Telecommunications Systems (NLETS), NCIC computerized Criminal Histories (CCH), Department of Motor Vehicles, Statewide Warrant System, and Bureau of Criminal Investigations (BCI) files.
- Gathers information from inmates, legal documents, and other sources to create and maintain inmate files and records.
- Receives, screens, and directs booking telephone calls; responds to, or directs questions from the public to the appropriate individual.
- **Control Room** staff are responsible for the security of the detention center by observing interior and exterior jail areas, controlling all electrical doors, monitoring the activities of inmates and jail staff via CCTV, video recording equipment, intercom, and radio. Facilitates communication of staff and inmates.
- Handles all incoming radio communications to the detention center. Handles all after hours incoming phone calls to the detention center.
- Communicates with inmates via intercom and radio for performance of their duties.

Minimum Qualifications

1. Education and Experience:

A. Graduation from high school or GED equivalent.

AND

B. Two (2) years of general work experience and successfully pass a comprehensive background investigation and drug test.

2. **Knowledge, Skills & Abilities:** Knowledge of modern office equipment and procedures; Ability to communicate effectively, orally and in writing; ability to follow written and oral instructions; ability to maintain effective working relationships with other employees, and public. All typical duties involve an inside institutional working environment, little or no contact with outside during shifts.

For a complete job description or an application please visit

<http://www.co.tooele.ut.us/hr.html>

Application and resume must be submitted to

Tooele County Human Resource Office, Rm 308

47 South Main Street Tooele

or email application and resume to tadams@tooeleco.org

EEO Employer