



**STATE OF UTAH**  
invites applications for the position of:

## **Support Services Coordinator II**

**SALARY:** \$21.79 Hourly

**OPENING DATE:** 04/01/19

**CLOSING DATE:** 04/15/19 11:59 PM

**NUMBER OF OPENINGS:** 1

**BENEFITS:**

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL BACKGROUND CHECK:**

You must successfully pass a criminal history check.

**PHYSICAL ADDRESS:**

Utah Department of Corrections Fred House Academy 14727 Minuteman Dr Draper, UT 84020

**RECRUITER CONTACT INFORMATION:**

Natalie Gearheart, ngearheart@utah.gov, 801-545-5659

**OVERTIME EXEMPT:**

No

**SCHEDULE CODE:**

B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**FMLA NOTIFICATION:**

FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or  
<https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf>  
 (Spanish)

## JOB DESCRIPTION:



Come join our dedicated team of professionals who manage the state's Interstate Compliance Unit/ Sex and Kidnap Offender Registry, Child Abuse Offender Registry and the Interstate Compact Office (ICU). The Department of Corrections processes thousands of registrations each year and makes information about offenders available through a public database.

We are looking to fill our **Support Services Coordinator II** position in the Interstate Compliance Unit/ Sex and Kidnap Offender Registry, Child Abuse Offender Registry and Interstate Compact Office with Adult Probation and Parole. This job is NOT public safety certified, and does not require peace officer status or certification.

### Principle Duties

As the Support Services Coordinator II you will perform a variety of support services such as;

- Monitors agency or program budget including revenues, expenditures and budget projection, etc.
- Prepares budget needs and annual reports of organizations.
- Directly supervise the Criminal Information Technicians in the office. Including and not limited to; training staff: Offender watch and ICOTS, Sex/ Kidnap and Child Abuse Registries and the Interstate Compact Office.
- Coordinates office management services and makes recommendations for solutions of administrative problems.
- Prepare spreadsheets for training, planning, and management of budgets tied to ICU.
- Coordinates an inventory management system to effectively control and distribute supplies and equipment.
- Act as a liaison between the department/division and the human resource field office to coordinate efforts that may include: personnel action requests, recruitment's, terminations, reports, payroll, etc.
- Reviews cases and entries, in SONAR/Offender Watch and ICOTS, for quality assurance and compliance with federal and state statutes and associated policies, procedures and regulations.
- Reviews incoming and outgoing cases of sex and kidnap offenders in order to determine whether the offender needs to be registered as a sex and kidnap offender in either the state of Utah or the destination state.
- Researches statutes; develops and interprets policies, procedures, rules, regulations and standards in particular specialty areas; ensures compliance with law and other regulatory guidelines.
- Provides technical assistance and consultation as required to assure statewide program effectiveness.
- Maintains professional and positive relationships with allied agencies, internal and external stakeholders, and the national Interstate Compact Office.
- Third party check for Child Abuse Offender Registry.
- Office TAC (You will be given six months to take and pass the required classes)

**The Ideal Candidate**

The ideal candidate for this position is someone who:

- Experience directly supervising staff.
- Experience working with budgets.
- Experience working with State purchasing/contracts.

**The Best Qualified Candidate**

The best qualified candidate will have:

- At least one year of direct supervision of staff.
- A degree in a related field.
- Experience with the State FINET system.

**Why You Should Join Our Team**

Besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

**The Agency**

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment. For more information on the Utah Department of Corrections please click [here](#).

**SUPPLEMENTAL INFORMATION:**

- Only candidates selected for an interview will be contacted.
- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.

---

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #19304  
SUPPORT SERVICES COORDINATOR II  
NG

2120 State Office Building  
Salt Lake City, UT 84114  
801-538-3025

[statejobs@utah.gov](mailto:statejobs@utah.gov)

---

**Support Services Coordinator II Supplemental Questionnaire**

- \* 1. As part of this application process, you must upload your resume and references into

your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

- I acknowledge that I have read the statements above.
2. Employment working in a public safety/law enforcement environment requires: A criminal history check (BCI) that will be conducted before a final offer of employment. \*If you are a current or past employee, your file will be reviewed as part of the hiring process.
- I acknowledge that I have read the statements above.
- \* 3. Are you a current Utah Department of Corrections employee?
- Yes  
 No
4. If you are a CURRENT Utah Department of Corrections employee please list your EIN and your current job title.
- \* 5. How many years of professional experience do you have in State purchasing/contracts?
- No experience  
 Less than one year of experience  
 1 to 2 years experience  
 3 to 5 years of experience  
 5 or more years of experience
6. Briefly describe your professional State purchasing/contracts experience. Please include employer names, job titles, service time and duties.
- \* 7. How much experience do you have using the State of Utah FINET system?
- No experience  
 Less than one year of experience  
 1 to 2 years of experience  
 3 to 4 years of experience  
 5 or more years of experience
8. Please describe your experience with FINET, specifically what operations you performed in the system, the job titles you held and the length of service in each position.
- \* 9. How many years of experience do you have working with State financial policies and procedures?
- No experience  
 Less than one year of experience  
 1 to 2 years of experience  
 3 to 4 years of experience  
 5 or more years of experience
10. Please explain your experience working with State financial policies and procedures by listing the job titles, duties and service time.
- \* 11. Have you completed a degree in one of the following: Bachelor in Accounting,

Master's of Accounting, or a Master of Business Administration with emphasis in Accounting?

- Yes
- No

- \* 12. If yes, please list the type of degree you completed.
  
- \* 13. Please select the number of years of professional experience you have where you supervised persons as part of your daily job duties. For the purposes of this question, a supervisor would hire, lead, direct, evaluate, audit, and terminate persons that reported directly to them. Note that positions of instruction in a classroom or learning environment would not qualify as supervising.
  - None
  - Up to 6 months
  - Up to one year
  - Up to two years
  - Up to three years
  - Up to four years
  - Five years or more
  
- \* 14. Using the guidelines from the previous question, please select the greatest number of persons which reported directly to you as a supervisor over their work at any one time. Note the number of persons selected must match that which has been entered in your application Job History to be considered.
  - None
  - Up to two
  - Up to four
  - Up to six
  - Up to eight
  - Up to ten
  - Up to twelve or more
  
- \* 15. Please indicate how you heard about this specific job posting.
  - State Jobs
  - An External Job Posting Site (Indeed, LinkedIn, etc.)
  - Social Media (Facebook, Twitter, etc.)
  - Advertisement (Newspaper, Internet, Radio, etc.)
  - Professional Network
  - University Network (Career Center)
  - Referred by a Friend or Colleague
  - Contacted by a Recruiter
  - Career Fair
  - Internal communication from a State Agency that employs me - State employees only
  - Other

\* Required Question