

JOB DESCRIPTION

JOB TITLE: Warrant Specialist- 650
DEPARTMENT: Law Enforcement Services of South Sound 911
REPORTS TO: Records Supervisor
Classified position, EEO cat 6

SUMMARY:

As part of the South Sound 911 Law Enforcement Services, this position performs complex and specialized clerical work related to the verification and processing of warrants and court orders for the City and County; arranges for the transportation of detainees and prisoners as required; communicates with law enforcement and other appropriate agencies to obtain and provide information related to warrant activities. This position requires ongoing multitasking ability, and use of discretion and judgment.

ESSENTIAL FUNCTIONS:

Receive, process, validate, distribute and file, according to established procedures, various warrants such as Superior Court Warrants, District Court Warrants, Municipal Court Warrants and warrants from other agencies in Washington and throughout the United States.

Codifies warrants and index into automated record system, complete warrant processing, remove warrant from active system in a timely manner, hand carry requests for warrants, protection orders and other documents for issuance, processing or certification according to mandated time lines, and file and distribute document according to established procedures.

Arrange for the transportation of detainees and prisoners to and from various sites for court appearances; coordinate transportation arrangements with Western State hospital, other State institutions and other County jails in Washington and other states.

Participate in extradition processes related to various warrants; communicate with appropriate authorities and monitor statutes; arrange for transportation of subject as required; process paperwork according to established procedures.

Communicate with various law enforcement agencies, Tacoma, Lakewood, Roy, Ruston and Pierce County court personnel, private attorneys and others as appropriate to provide and receive information and assistance related to various warrant activities.

Prepare and maintain a variety of records and reports related to warrant and domestic violence order activities.

Conduct monthly validations in order to comply with state requirements.

Provide support/answer questions as needed to South Sound 911 radio operators regarding warrant/protection order status.

INTERACTION:

8 hours a day with 30 minute lunch break and 2 – 15 minute breaks. Actual working time is 7 hours per day. Of those 7 hours, a Warrant Specialist spends at least 2 hours daily either talking on the phone with officers, citizens or other employees. The remainder of working time is spent on the computer researching/entering information into the South Sound 911 Law Enforcement Services/State Computer systems.

QUALIFICATIONS:

Graduation from high school or equivalent including or supplemented by clerical courses and two years in performing general clerical work involving record-keeping and public contact.

KNOWLEDGE AND EXPECTATIONS:

Warrant Processing Policies and Procedures
 Domestic Violence Order Policies and Procedures
 Read, interpret, explain, apply and follow applicable laws, codes, regulations, policies and procedures.
 Record-keeping, report preparation and basic research methods and techniques.
 Perform limited clerical duties such as filing, duplications and typing.
 Work appropriately with confidential material and information.
 Keyboarding at 45 words net per minute from clear copy.
 Work with speed and accuracy.
 Provide training and orientation to peer employees.
 Proficient with standard suite of Microsoft Office software and database applications, peripheral equipment, fax machine, phone system, police radio, teletype and cash register.
 Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.
 Maintain cooperative and effective working relationships with others.
 Analyze situations quickly and adopt an effective course of action.
 Organize work with many interruptions and multiple tasks to meet schedules and timelines.

Is this position closely, moderately or minimally supervised? Moderately
Please explain: Employees are expected to work independently in a variety of tasks and ask for assistance/clarification from Supervisors when questions/concerns arise.

Does this position have supervisory responsibility (i.e., responsible for hiring, firing, performance appraisals, etc.)?
 Yes No

Does this position have access to confidential information? Yes No **If yes, please explain:** We handle police records on a 24x7 basis. All information is confidential. State interface certification is required.

Does this position have access to or handle company funds? Yes No **If yes, please explain:**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No **If yes, please explain:** Most of our business is done over the phone or in electronic communications, therefore it is imperative that we be able to communicate to the customers.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Due to the confidential nature and demands of this position, candidates must possess an exemplary personal history and pass a background investigation and a psychological evaluation as part of the pre-conditional offer of employment.

PHYSICAL REQUIREMENTS:

Records Center environment is subject to rotating shifts and rotating days off every four weeks and working overtime.

Subject to lifting up to 35 pounds; standing, bending, stooping and reaching or sitting for eight hour periods, continuous contact with monitors/CRTs, and noise from communications and office equipment.

WORKING ENVIRONMENT:

Indoor climate-controlled office environment. The noise level in the work environment is usually quiet.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, E-mail, calculators, head sets, printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply. Describe job responsibilities that require physical demands checked.

Standing	<input checked="" type="checkbox"/>	<u>10</u> % of time	Lifting	<input checked="" type="checkbox"/>	<u>35</u> lbs.
Walking	<input checked="" type="checkbox"/>	<u>15</u> % of time	Pushing	<input checked="" type="checkbox"/>	<u>35</u> lbs.
Sitting	<input checked="" type="checkbox"/>	<u>75</u> % of time	Carrying	<input checked="" type="checkbox"/>	<u>10</u> lbs.
			Pulling	<input checked="" type="checkbox"/>	<u>35</u> lbs.

Climbing
Balancing
Stooping
Kneeling
Crouching
Crawling

Reaching

Handling
Speaking
Hearing

Seeing
Depth perception
Color vision

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Cynthia Shaffer, PHR, Human Resources Manager

APPROVED BY: _____

DATE: 1-29-14

Adopted: 1-1-87
 Revised: 8-89; 1-96