

JOB TITLE: Warrant Specialist
DEPARTMENT: Records
REPORTS TO: Records Supervisor
Classified position, EEO cat 6

SUMMARY:

As part of the South Sound 911 Support Services Division, within the Records Department, this position performs complex and specialized work related to the verification and processing of warrants and court orders; arranges for the transportation of detainees and prisoners as required; communicates with law enforcement and other appropriate agencies to obtain and provide information. This position requires ongoing multitasking ability, and use of discretion and judgment. Work is performed using independent judgment and decision making under limited supervision. This position is supervised by the Records Supervisors and has no direct supervisory responsibilities.

ESSENTIAL FUNCTIONS:

Receive, process, validate, distribute and file various warrants and court orders, according to established procedures. Maintain compliance with local, state and federal statutes and court rules, CJIS and ACCESS guidelines related to the processing, storage and validation of warrants and orders.

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/prisons, and local 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 subjects as required; process paperwork according to established procedures.

Communicate with various law enforcement agencies, court personnel, attorneys and others as appropriate to provide and receive information and assistance related to various warrant and order activities. Prepare and maintain a variety of records and reports related to warrant and order activities. Provide support and answer questions as needed to South Sound 911 personnel regarding warrant and order status and other general information.

REQUIRED ABILITY, KNOWLEDGE AND EXPECTATIONS:

Fluent use of the English language

Understand and follow written and verbal instructions.

Understand and interpret complex rules and procedures.

Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.

Work appropriately with confidential material and information.

Work with speed and accuracy.

Follow safety rules and regulations.

Proficient with standard suite of Microsoft Office software and database applications, fax machine, and phone system.

Exercise a high degree of independent judgment in problem solving and decision-making.

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.

Maintain regular and predictable attendance.
 Perform limited clerical duties such as filing, duplications and typing.
 Record-keeping, document retention, report preparation and basic research methods and techniques.
 Provide training and orientation to employees.

QUALIFICATIONS:

Graduation from high school or equivalent, and two years of experience working in Records.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Completion of a satisfactory background investigation.

PHYSICAL REQUIREMENTS:

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 regularly required to sit at a computer terminal, frequent walking both indoors and out; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, stoop, or kneel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORKING ENVIRONMENT:

Office environment with frequent interruptions. The noise level in the work environment is usually quiet. This position will interact with employees and customers on a daily basis.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS:

Personal computer, copy machines, telephone, fax machine, e-mail, calculators, and printers.

POTENTIAL HAZARDS:

The hazards are consistent within an office environment.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION:

| Activity | Percentage of time | Activity | Pounds |
|----------|--------------------|-------------------|---------|
| Standing | 10% of time | Pulling & Pushing | 35 lbs. |
| Walking | 15% of time | Lifting | 35lbs. |
| Sitting | 75% of time | Carrying | 10 lbs. |

The following abilities are required to perform the essential job functions:

| | |
|------------------|-----|
| Hearing | YES |
| Seeing | YES |
| Depth Perception | NO |
| Color Vision | NO |

Seldom to occasionally the position will require the following activities: Stooping, Crouching, Crawling, Climbing, Balancing and Kneeling.

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: Laura Lakowske, Recruiting Coordinator

REVIEWED BY: _____

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