



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Warrant Supervisor</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Captain</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/08</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: 4061	

DEFINITIONS:

Under general supervision, provides work direction to Warrant Specialists, trains new staff and evaluates their performance, schedules staff to ensure coverage in the twenty-four hour a day, seven day a week work environment, and completes more complex assignments to provide information services to law enforcement officers and the jail.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Trains and supervises the Warrant Specialists; schedules staff to meet twenty-four hour a day seven day a week requirement; provides work direction and handle more difficult assignments; evaluates employee performance; participates in the hiring of new staff.

Generates 0700 jail report and faxes to different offices and organizations; reviews entries into the MULES to ensure accuracy; runs criminal histories; prepares files for warrants; copies warrants; verifies that a hard copy of warrants exists; removes warrant information from the MULES and Chiefs Software.

Serves as liaison between the Sheriff’s Department and Circuit Clerk’s Office regarding warrants; receives warrants and enters information into the MULES and Chief’s Software; prepares documentation; mails letters to individuals who have outstanding traffic, bad check or other warrants; communicates status of warrants to officers and agencies; assists officers in identifying information in the computer.

Processes computer messages regarding inmates to agencies; prepares receipts for money received; prepares gun and ATV permits; assists the public at the front window; serves individuals with civil process papers at the front window; corrects return of service on civil process papers and returns to the clerk; greets visitors; triage and refers inquiries to the appropriate person; receives, enters, and updates ex-partes and full orders of protection into the MULES, civil process computer and logs book; locates ex-partes, validates, and verifies entries in the MULES.

Assists officers in contacting on-call supervisors, prosecuting attorneys, juvenile officers, and judges; prepares work schedule for subordinates and submits to supervisor.

KNOWLEDGE AND SKILLS:

1. Good knowledge of Boone County Sheriff’s Department relating to confidentiality of information.
2. Good knowledge of Boone County Human Resources policies and procedures.
3. Good knowledge of and certification on the MULES system.
4. Some knowledge Missouri court system and procedures of the criminal justice system.
5. Knowledge of standard software and business computers.
6. Skill in supervising staff and scheduling work assignments.
7. Skill in keyboarding and the use of standard office equipment.
8. Skill in providing customer service to public that may be upset by the law enforcement system.
9. Skill in maintaining confidentiality.

MINIMUM QUALIFICATIONS:

High School Diploma or GED, and two years clerical experience; ability to type 35 words per minute in automated office environment; must possess a clear criminal history.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)