



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Warrant Supervisor</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
(Please check one)		
REPORTS TO: <u>Administrative Deputy</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/20</u>
DEPARTMENT: <u>Sheriff</u>	JOB CODE: <u>603</u>	

SUMMARY:

Under general supervision of the Administrative Deputy, the Warrant Supervisor manages the operation of the Information Center housed within the Boone County Sheriff's Department. The Warrant Supervisor also trains, directs, supervises, and evaluates performance of staff assigned to the Boone County Sheriff's Department's Warrants Unit.

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 assigned Warrants Unit personnel.
- Assists in the hiring of assigned staff.
- Maintains training manual for Warrants Unit.
- Creates work schedules for 24-hours a day, seven days a week operation.
- Reviews the work of all assigned staff and investigates problems.
- Oversees the receipt, maintenance, and return of warrants, as well as their respective entries into the Missouri Uniform Law Enforcement System (MULES) and records management software (RMS).
- Monitors and ensures the accuracy of entries into MULES, RMS, the Missouri Sex Offender Registry, and other department records.
- Maintains on-call status and responds to problems or issues as needed.
- Serves as Terminal Agency Coordinator; coordinates all required MULES training and certification for department personnel; maintains user agreements with criminal and non-criminal justice agencies.
- Reviews sex offender registrations and assigns Tier levels.
- Assists the public, greets visitors, and deals with volatile situations as needed.
- Performs a variety of office work and support, which includes but is not limited to preparing/completing forms and reports, written correspondence, handling incoming and outgoing mail, filing, answering, and transferring telephone calls as needed, word processing, processing facsimiles, and creating/updating department records.

- Assists personnel in contacting on-call personnel, prosecuting attorneys, juvenile officers, judges, and other agencies as needed (e.g., Children’s Division, CPD, Probation & Parole, etc.).
- Cross-trains on essential functions of other positions in the Services Branch.
- Maintains email and phone contact with MSHP Troop Trainer in reference to MULES issues.
- Establishes and maintains working relationships with various law enforcement agencies, the judicial system, government agencies, and other organizations that foster effective communication.
- Performs duties of the Warrant Specialist as needed.
- Performs all other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of English grammar, punctuation, and spelling; skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of legal processes and terminology.
3. Knowledge of the criminal justice system in the State of Missouri.
4. Strong knowledge of filing and electronic record keeping systems.
5. Ability to meet deadlines; accept direction; carry out directives; and follow instructions.
6. Ability to work independently and as part of a team.
7. Ability to lead, supervise, provide constructive guidance, and effectively evaluate the work of others.
8. Ability to become MULES certified within six (6) months of hire.
9. Ability to become a Notary Public within six (6) months of hire.
10. Strong ability to multi-task and successfully prioritize a large workload.
11. Strong ability to maintain a high level of accuracy and attention to detail.
12. Strong ability to utilize sound reasoning, as well as ability to make sound decisions.
13. Strong ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
14. Strong ability to efficiently operate personal computers and applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Windows and Office Suite.
15. Strong ability to learn and apply department, county, state, and federal guidelines, policies, procedures, rules, and statutes to perform essential functions of position.
16. Strong ability to learn and apply documents and terminology affecting assigned functions.
17. Strong ability to work well with groups of managers, other county employees, court professionals, other entities, and the general public.
18. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.
19. Skill in writing reports, business correspondence, and procedure manuals.
20. Skill in keyboarding and the use of standard office equipment.
21. Advanced skill in handling stressful situations successfully, as well as building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.

22. Expert skill in maintaining confidentiality and handling confidential information.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; as well as hearing and speech abilities to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; FREQUENT keyboarding, side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, squatting, kneeling, reaching above shoulder height; occasional moderate grasping to manipulate objects; moderate wrist torque to twist equipment knobs and dials; OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. and transporting over significant distances as needed.

Must be able to safely operate an automobile.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment and requires appropriate appearance and attire. This position routinely uses office equipment such as but not limited to computers, calculators, multi-line telephones, photocopiers, printers, scanners, binding machines, recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS:

High school diploma or GED; must be 18 years of age or older; two (2) years relevant clerical experience or an equivalent combination of education and experience; must not have any felony convictions or convictions for crimes involving moral turpitude; must not have other criminal convictions within the last two (2) years, excluding minor traffic violations; no marijuana use or possession in the past two (2) years, and no other illegal drug use or possession in the past five (5) years; vision acuity correctable to 20/40 in at least one eye; must possess a valid operator's license at time of application and a valid Missouri operator's license at time of appointment; must be able to obtain MULES certification. Applicant must pass a pre-employment drug screen, demonstrate the ability to type 35 net WPM, possess vision to read a computer screen and printed materials as well as safely interact with the public, and possess hearing and speech abilities to communicate in person and over the telephone.

Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

PREFERRED QUALIFICATIONS:

Experience working in a law enforcement environment, and one year of supervisory experience.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.