



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Warrant Supervisor</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Administrative Deputy</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Boone County Sheriff's Department</u>	<b>JOB CODE:</b> <u>603</u>	

### **SUMMARY:**

Under general supervision, the Warrant Supervisor provides work direction to assigned staff, trains, monitors, and evaluates performances, monitors and creates scheduling to ensure coverage, and completes more complex assignments to provide information services for the Boone County Sheriff's Department.

**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.)*

Monitors and supervises all assigned staff; trains all newly hired employees; maintains department training manual; maintains Sergeant folders, performs quarterly evaluations, and reviews work performance for all Information Center staff; creates and provides work schedules, including vacation and holiday scheduling to ensure continuous coverage for a 24-hour, seven days a week operation; submits schedules to supervisor; reviews the work of all assigned staff and investigates problems; assists in the hiring process of assigned staff and makes hiring recommendations; recommends disciplinary actions as needed; serves as coordinator between the Boone County Sheriff's Department and municipal police departments on records and warrant entries; maintains on-call status at all times and responds to problems or issues at any time as needed.

Serves as Terminal Agency Coordinator for all assigned staff; coordinates all required MULES training and re-certification for all terminal operators within the Boone County Sheriff's Department; communicates all procedures to terminal users; maintains and validates list of current MULES operators; communicates and monitors all changes to the agency's terminal operators, adding and removing users as needed; supervises and certifies the

validation of all records entered by certified staff into MULES; administers and communicates security awareness; maintains user agreements with criminal and non-criminal justice agencies.

Runs criminal histories; checks all MULES entries to ensure accuracy; completes monthly validations of all MULES entries; receives incoming warrants and enters information into the MULES and records management software; prepares documentation; mails letters to individuals who have outstanding traffic, bad check or other warrants; communicates status of warrants to officers and other law enforcement agencies; assists officers and other law enforcement agencies in verifying and identifying warrant information; checks all persons being released or transferred by running queries through MULES to check for warrants; receives, enters, and maintains municipal MULES entries from Ashland, Hallsville, and Sturgeon.

Processes computer messages regarding inmates to other law enforcement agencies; prepares records of stolen vehicles, license plates, articles, securities, and guns; prepares records of missing persons, wanted persons, and sex offenders; provides and assists with fingerprint services; coordinates fingerprint scheduling; processes the registration of sex offenders; enters, and updates ex-parte and full orders of protection into computer programs and logs book; locates ex-parte, validates, and verifies entries in MULES.

Assists the public and greets visitors as needed; refers in-person and telephone inquiries to the appropriate staff; assesses and negotiates potentially volatile situations; serves individuals with civil process papers; prepares receipts for money received.

Performs a variety of office support work; prepares letters, correspondence, forms and other documents as needed; receives, sorts and distributes incoming and outgoing mail; maintains copies of documents; operates computers, maintains and updates files and spreadsheets; creates reports; performs word processing; operates office equipment; monitors fax machine for messages; answers phone lines and e-mail.

Assists officers in contacting on-call supervisors, prosecuting attorneys, juvenile officers, and judges; Assists with background investigations for new hires as needed; cross-trains and performs job duties of vacant positions and absent employees within the department as needed and required to maintain work flow and scheduling needs.

Performs all other duties as assigned.

### **KNOWLEDGE & SKILLS**

1. Knowledge of English grammar, punctuation, and spelling; skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of legal processes and terminology.

4. Advanced knowledge of personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Office.
5. Advanced knowledge of filing and electronic record keeping systems.
6. 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.
7. Advanced skill in the application of departmental, state, and federal guidelines, rules, and statutes to perform essential functions of position.
8. Skill in discretion and maintaining confidential information.
9. Skill in writing reports, business correspondence, and procedure manuals.
10. Advanced skill in handling stressful situations successfully and the ability to work well with other employees, entities and the public.
11. Ability to become MULES certified within six months of hire.
12. Ability to become a member of the Notary Public after six months of hire.
13. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
14. Ability to supervise the work of others.
15. Ability to work independently, problem-solve, and follow instructions.
16. Ability to maintain a high level of accuracy and attention to detail.
17. Ability to multi-task and successfully prioritize a large workload.
18. Ability to work non-traditional hours, weekends, holidays, extended hours, and in other situations in order to ensure consistent 24-hour coverage of office.
19. Ability to be on-call at all times.

**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; and hearing and speech to communicate in person and over the phone.

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 side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs and transporting over significant distances, squatting, kneeling, reaching above and at shoulder height. OCCASSIONAL moderate grasping to manipulate objects.

**WORK ENVIRONMENT:**

This job operates in a professional law enforcement office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, radios, photocopiers, large format printers and scanners, binding machines,

hand-held 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.

**QUALIFICATIONS:**

High school diploma or GED and two years of clerical experience; must be 21 years of age or older; must not have any felony convictions; must not have other criminal convictions within the last 2 years, excluding traffic violations; no marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 10 years; vision acuity of 20/200 and correctable to 20/20 in both eyes; must possess a valid Operator’s license at time of application and a valid Missouri Operator’s license at time of appointment. Applicant must pass a pre-employment drug screen and must have the ability to type 35 net WPM.

**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 activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)