



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Warrant Specialist</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Warrant Supervisor</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 Specialist enters and maintains warrants received, communicates with the public, assists with information requests, and serves as administrative and clerical support 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.)*

Runs criminal histories; prepares files for warrants; copies warrants; verifies that proper records exist; removes warrant information from MULES and records management software; checks all MULES entries to ensure accuracy; completes monthly validations of all MULES entries.

Receives incoming warrants and enters information into 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 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; processes the registration of sex offenders; enters and updates ex-parte and full

orders of protection into computer programs and logs book; locates ex-partes, validates, and verifies entries in MULES.

Assists the public and greets visitors; serves as a first point of contact and 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.

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. 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. 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. 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 handling stressful situations successfully and the ability to work well with other employees, entities and the public.
10. Ability to become MULES certified within six months of hire.
11. Ability to become a member of the Notary Public after six months of hire.
12. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
13. Ability to work independently, problem-solve, and follow instructions.
14. Ability to maintain a high level of accuracy and attention to detail.
15. Ability to multi-task and successfully prioritize a large workload.

16. Ability to work non-traditional hours, weekends, holidays, extended hours, and in other situations in order to ensure consistent 24-hour coverage of office.

**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.

*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)