

GRADE: 5NE

TITLE: CID DESK CLERK
BUREAU: INVESTIGATION & SUPPORT
DIVISION: WARRANTS/FUGITIVE

REPORTS TO: SUPERVISOR, CORRESPONDENCE INVESTIGATIONS
SUPERVISES: NONE

POSITION SUMMARY: Performs duties to handle inquiries for the Warrants/Fugitive Division and file, verify, and maintain handwritten and computer records and warrants received from courts.

FUNCTIONS OF THE JOB:

Essential Functions:

- 1) Answers telephone and walk-in inquires and directs persons to appropriate personnel, unit or agency.
- 2) Receives inquires by phone from districts, county, state and out-of-state agencies regarding warrants. Verifies warrants using computer. Removes physical warrants from file to verify information. Records in warrant book and places warrants in book to be signed out by appropriate personnel. Moves warrant to pick-up book if subject is to be picked up by officers.
- 3) Enters arrest warrants using computer as received from courts and maintains file by warrant number.
- 4) Telephones city and state courts to determine if warrants are still valid or to verify warrant information.
- 5) Cancels warrants as indicated by cancellation list or letter from state courts using Regional Justice Information System (REJIS). Cancels city warrants when arrests are made. Locate warrants that require cancellation, but do not show records on computer in order to ascertain status.
- 6) Record information on cash bonds posted for bench warrants. Forwards bonds to court.
- 7) Issues release forms for pick-up of autos towed due to outstanding warrants.
- 8) May perform similar or related duties as assigned.
- 9) Regular, punctual attendance is required.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of this job

- 1) Standing, walking, sitting, reaching, pushing, grasping, feeling, talking, hearing.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, while reading from a computer terminal.
- 3) Sedentary work - exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Normal office environment.

POSITION QUALIFICATION REQUIREMENTS

Education: Knowledge of clerical work. A high school diploma or GED or technical diploma.

Experience: Experience with the equivalent of one year of clerical experience with additional specialized data entry and statistical typing skills. Prior experience in dealing with the general public and customer service skills.

Skills and Abilities: Skills and abilities that may be representative but not all inclusive of those commonly associated with this position:

- 1) Ability to apply detailed understanding to warrant and fugitive data entries.
- 2) Ability to deal with problems involving multiple variables in varied situations.
- 3) Ability to respond to inquiries from other jurisdictions following rules of police procedure.
- 4) Ability to deal with the general public in explaining police procedures.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position:

Computer and mainframe applications, Teletype, telephone, and fax.

License(s)/Certification(s) Required: Rejis Certification

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

Original Evaluation	Revised by	Revised by	Revised by
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08/02/10

EOE

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