

SENIOR DEPUTY DISTRICT WARRANT CLERK

GENERAL STATEMENT OF DUTIES: Performs highly responsible and varied clerical tasks which may be of a confidential nature; work involves the exercise of judgment in the application of prescribed procedures and methods; works under general supervision; Researches all incoming warrants for all pertinent information about an individual on warrant, including detailed physical description and address and entry into LEIN. Confirms validity and cancels bench warrants. Communicates with court staff, to clarify, modify or correct issues related to warrants, as well as police agencies regarding arrest and warrant information. Utilizes various computer systems such as Law Enforcement Information Network (LEIN), Secretary of State and Criminal History tracking, warrant tracking, and jail tracking systems to perform duties. Serves as the LEIN TAC (Terminal Agency Coordinator) for all 67th District Court Employees.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform

STATEMENT OF TASKS:

Works in conjunction with Court Collection Specialist in an effort to collect fines and costs;
Responsible to ensure record accuracy and completeness, perform monthly record validations, administer certification exams to new LEIN operators, and ensure all rules and policies for LEIN compliance are implemented and followed;
Researches all incoming warrants for all pertinent information about an individual on warrant, including detailed physical description and address. Uses various computer software systems (JIS, excel, word);
Enters defendant and warrant information into the warrant tracking system to generate warrant entry worksheets, which enters into the Law Enforcement Information Network (LEIN);
Logs all system identification numbers assigned by LEIN into the warrant tracking system to be corresponding warrant;
Communicates with court staff to clarify, modify or correct issues related to warrants;
Cancels warrants from LEIN and warrant tracking system when warrants are recalled or canceled from the court, bond is posted or individual is lodged in Jail;
Informs, via LEIN, out-of-state police agencies regarding extradition pickups, acknowledgement of out-of-state departments' arrest, governors warrant proceedings, officers executing the warrant and related information;
Prepares detailed monthly reports of warrants and related activity. Maintains database of Warrants unit activity and gathers monthly statistical information from unit detectives.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology;
Thorough knowledge of legal terminology;
Thorough knowledge of District Court structure and procedures;
Working knowledge of various computer software including, but not limited to Excel, and Word;
Ability to make general decisions in accordance with departmental policies and procedures;
Ability to maintain accurate files and records;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Four (4) years as a Deputy District Court Clerk

SPECIAL REQUIREMENTS:

Must obtain and maintain LEIN operator certification status.
Required to attend TAC Class and recertify every two years.



Human Resources Director

Established: July 27, 2017