

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: CIVIL/WARRANT SPECIALIST – JDC21

Exempt: No

Job Type: 4312E

Pay Grade: E440

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs a variety of complex administrative, secretarial, and clerical duties required for the effective operation of a unit or department. Duties include information collection, statistical computation, verification duties in recording and maintenance of official department records, as well as extensive use of the computer in initiating and updating warrant and civil files. Duties including typing, scanning, filing, updating records, bookkeeping and operation of multiple office machines, as well as receptionist work. Duties also involve some direct contact with prisoners, regular contact with attorneys, the general public, Investigative Division personnel, members of the Office of the District Attorney, Judicial employees, and personnel from other law enforcement agencies.

Supervision Exercised: None. However, may be required to assist in the training of new personnel.

Supervision Received: Works under the general supervision of the Civil/Warrants sergeant. Work is generally received from outside the office, i.e. mail/e-mail, public walk-in, criminal justice agencies, etc. Some work is assigned internally and reviewed periodically. A high level of initiative and judgment is required.

Examples of Duties and Responsibilities:

- Receive and process warrants and civil documents, to include the handling of large sums of money.
- Prepares notification letters to fugitives.
- Completes out-of-state fugitive packets on arrested fugitives.
- Testifies in court regarding out-of-state fugitives.
- Coordinates the return of out-of-state fugitives to requesting state.
- Acts as department liaison on apprehended fugitives.
- Monitors and schedules all out-of-state extraditions.
- Responds to requests for Governor's Warrants.
- Informs members of general public of fugitive practices.
- Matches court dispositions to fingerprint-generated criminal histories
- Extensive use of local and state/federal computer systems to generate various reports, query, validate, enter, and cancel warrant information.

- Computation of Sheriff's fees.
- Moderately complex bookkeeping and record keeping.
- Creates brochures for the Civil/Warrants section.
- Types correspondence, reports, records, memos, and forms.
- Assembles and distributes a variety of reports to both department staff and various courts.
- Extensive contact with the public, courts, other criminal justice agencies and victim assistance representatives.
- Assist in statistical reports based on records.
- Maintenance, verification and retrieval of records. Handles some confidential matters.
- Performs research and completes statutorily-required processes to sell abandoned vehicles impounded by the Sheriff's Office.
- Tracks status of license plate repossession requests received from Clerk & Recorder's office, and regularly updates spreadsheet reflecting status changes.
- Performs any routine clerical assignments.
- Schedules appointments for evictions, seizures, etc.
- Performs other duties and jobs as required and assigned.
- Assists Statutory Program Specialists with their workload as assigned.

Consequence of Errors: Errors may result in any or all of the following consequences:

- Dismissal of pending fugitive-of-justice cases
- Premature release from custody of wanted persons
- Unlawful arrest and detention of innocent parties
- Legal and/or judicial complications for parties in civil litigation
- Civil liability and/or judicial sanctions against the Sheriff's Office and the county

Minimum Requirements:

- At least 18 years of age.
- High school graduate or GED. Additional clerical, secretarial, legal or law enforcement education, preferred.
- Two years experience in general office management, public contact, legal or law enforcement experience, or any equivalent combination which totals two years.
- High level of understanding of computer programs and keyboarding.
- Must obtain CCIS OSN for query and entry purposes.
- Knowledge and understanding of filing and record keeping techniques.
- Able to pass qualifying exam and background investigation.
- Good general physical and mental condition.
- Able to remain calm and effectively communicate under adverse conditions.
- Able to deal with high stress job.
- Ability to interact effectively and professionally with the broad range of individuals encountered in a judicial environment.
- Possess a high level of initiative and judgment.
- Able to deal with confidential materials and records.

- Attention to detail.
- Meet minimum standards for typing and data entry.
- Able to multitask.
- Develop expertise in a wide range of fugitive related subjects i.e.: Constitutional rights, rights of persons in custody, extradition procedures and the judicial process.
- Able to deal with some complicated civil law issues, to include performing some legal research.
- Able to establish and maintain warrant/extradition standard operating procedures.
- Basic accounting skills.
- Possession of a valid Colorado Drivers License.

Essential Functions:

Language Skills: Ability to read, interpret, and develop routine documents, reports and

correspondence. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships.

Basic Knowledge: Has a high level of understanding of basic to advanced office procedures and methods. Demonstrates ability to speak, read and write English clearly, effectively and correctly.

Mental Abilities: Able to comprehend and retain information related to general job assignments within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.

Physical Skills: The employee must possess the ability to frequently stand, sit, walk and operate general office equipment, reach with hands and arms, talk or hear, and tolerate a quiet to moderate noise level in the workplace.

Public Interaction: Explains relevant information as required by verbal and written methods. Assists public as a resource for information relevant to the job assignment. May be required to explain procedures, laws, complaints and other information as required by verbal and written methods.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Department Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to control or exert control over others.

Mathematical Skills: Ability to calculate figures and perform operations such as interest, proportions, percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Other Skills and Abilities: At departmental discretion, this position may require demonstration of computer, mathematical, and/or other specialized clerical skills through pre-employment assessments.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.