

TITLE: Warrant Clerk

SO/20

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position performs clerical duties in the processing of warrants.

MAJOR DUTIES:

- o Reviews and researches all warrants received to insure accurate and complete information.
- o Compiles and maintains defendant files.
- o Coordinates extraditions/pick-ups of defendants.
- o Analyzes office procedures; develops and implements improvements.
- o Operates a personal computer and related software to maintain warrant data.
- o Assists attorneys, citizens, outside law enforcement agencies, court staff, and co-workers by providing requested information and assistance.
- o Insures the accuracy and completeness of data entered to GCIC; insures compliance with GCIC requirements.
- o Compiles and provides executive officers with statistical data.
- o Provides clerical and secretarial assistance as needed.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of GCIC requirements.
- o Knowledge of modern office procedures.
- o Knowledge of departmental rules and regulations.
- o Skill in the operation of computers and job related software programs.
- o Skill in the operation of modern office equipment.
- o Skill in the preparation of statistical reports.

SUPERVISORY CONTROLS: The Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Georgia and Criminal Traffic Law Manual, GCIC codes, and the Sheriff's Office Policy and Procedures Manual. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related clerical duties in the processing of warrants. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide clerical support for the processing of warrants. Success in this position contributes to the effectiveness of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, law enforcement officers from other agencies, probation and parole officers, attorneys, child enforcement officers, bail bond persons, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services..

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.