

## **CITY OF TALLADEGA**

### **JOB DESCRIPTION**

Job Title: Warrant Clerk/Administrative Assistant to Investigations

Department: Police Department

FLSA: Non – Exempt                      Grade: 5  
Safety Sensitive Job: No  
Security Sensitive Job: Yes

Job Description Prepared: June 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

#### Relationships

Reports to: Captain - Investigations

Subordinate Staff: None

Other Internal Contacts: Magistrate; Municipal Court

External Contacts: General Public; Attorneys; District Attorney; Other Law Enforcement Agencies; Alabama Law Enforcement Agency (ALEA); Department of Human Resources (DHR); Department of Public Health (DPH); Alabama Department of Transportation (ALDOT); Federal Bureau of Investigation (FBI); Drug Enforcement Agency (DEA); Alcohol Tobacco and Firearms (ATF); Sheriff; Schools; Department of Corrections (DOC); Secret Service; County Mental Health; Juvenile Probation; Department of Homeland Security (DHS)

#### Job Summary

Under the supervision of the Captain of Investigations, the employee performs clerical, administrative, and operational duties to the service and execution of warrants for the

Police Department. The employee plans work by organizing warrants received from the Magistrate, tracking warrants on spreadsheets, and contacting other agencies and facilities about individuals with outstanding warrants. The employee investigates information pertaining to the subject of a warrant. The employee also serves as an administrative assistant for the investigations unit of the Department; conducting research and maintaining case files for the Detectives. The work requires a high level of accuracy and also requires a high degree of responsibility and judgement in working with the public. The employee refers unusual situations and problems to the supervisor. This job is identified as a security-sensitive job and is subject to a pre-employment background check.

### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Warrant Clerk. Performs clerical and record management duties to facilitate the efficient service and execution of warrants by the Police Department.**

1. Maintains and updates addresses and offender information in unit files.
2. Generates spreadsheets with active arrest warrant information to maintain easy access to offender information.
3. Makes calls to offenders and encourages them to handle the matter with the Court Office before an officer has to get involved.
4. Maintains the warrants that officers on "Warrant Detail" use to try to track down individuals
5. Purges warrants monthly and maintains the necessary files and reports related to purged warrants.
6. Generates data sheets that officers use to make notes when they are out to serve warrants
7. Organizes and sorts warrants based on location to ensure efficiency for Warrant Servers.
8. Works closely with the Court Office as well as Magistrate to ensure accuracy of warrants.
9. Informs Court Office of deceased or incarcerated offenders.
10. Maintains accurate records of warrants served and prepare all necessary warrant related reports.
11. Utilizes computer based programs to research and update information on wanted persons.
12. Works with correctional institutions to prevent the release of wanted persons.

13. Prepares reports of a complex nature or other technical and specialized documents.

**ESSENTIAL FUNCTION: Administrative Assistant to Investigations. Performs general duties in support of the efficient operation of the Investigations unit of the Police Department.**

1. Answers and directs incoming calls and takes messages as necessary.
2. Greets and directs all incoming visitors to the correct Detective or other Police Department staff.
3. Validates all visitors before granting access to visit the Investigation unit.
4. Schedules appointments for victims or offenders to meet with the Detectives.
5. Conducts online research for ongoing investigations using social media and other online research tools.
6. Assists all Police Department agencies in locating persons of interest.
7. Converts surveillance video to files that can be viewed and or saved on the computer.
8. Monitors Sex Offenders while they register and make sure they fill out all required information in registration log.
9. Maintains all Sex Offender information in Department computer system.
10. Creates case files for storing ongoing case information.
11. Transcribes all taped interviews and statements for investigators to forward to the District Attorney's office
12. Assists in conducting online searches for suspects and victims via LexisNexis.
13. Creates photo lineups for Detectives.
14. Posts wanted suspects to the Talladega Police Department's Facebook page in order to reach out the public for help.
15. Enhances photos and videos to better view suspects or victims.
16. Serves as a Notary Public.
17. Performs other related duties as assigned.

### Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of City and Departmental rules, policies, and procedures.
2. \*Knowledge of filing system and related Departmental procedures.
3. \*Knowledge of City geography and general locations
4. Knowledge of municipal and law enforcement administration and filing requirements.
5. Knowledge of the court system and requirements of working with warrants.

6. Knowledge of modern administrative office practices, procedures, and equipment including secretarial, receptionist and telephone techniques and etiquette.
7. Knowledge or records management and state laws regarding maintenance and archiving of files and records.
8. Knowledge and proficiency with word processing, spreadsheets, database applications, e-mail, and internet.
9. Knowledge of social media tools and applications for research.
10. Knowledge of safety rules including accident causation and prevention.
11. Communication skills to effectively communicate internally and externally, both orally and in writing.
12. Reading skills to understand and interpret codes, laws, regulations, ordinances, policies, procedure and other complex documents.
13. Verbal skills to communicate effectively with elected officials, supervisor, co-workers, subordinates, general public and City personnel.
14. Writing and grammar skills to clearly and concisely compose correspondence, prepare documents, reports, forms, records, etc.
15. Math skills to perform basic calculations (add, subtract, multiply, divide) and balance accounts as needed.
16. Computer skills to create spreadsheets and other documents.
17. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
18. Skill in planning, analyzing and coordinating activities and establishing priorities.
19. Ability to prioritize work projects and organize files.
20. Ability to pay attention to detail when completing reports.
21. Ability to work with minimal supervision.
22. Ability to work independently and exercise judgment to make prudent decisions.
23. Ability to work in a fast-paced environment requiring organization and multi-tasking skills.
24. Ability to keep confidential information, accurate records, and prepare accurate reports.
25. Ability to deal with all contacts in a courteous and patient manner.
26. Ability to use computers and office productivity software.
27. Ability to use multi-line telephones.
28. Ability to operate standard office equipment such as computers, copier, fax, typewriter, adding machine, etc.
29. Ability to use two-way communication devices.
30. Ability to use social media tools and applications.
31. Ability to listen to and transcribe notes and dictation.

### Minimum Qualifications

1. Possession of associate's degree in business or related field preferred.
2. Two (2) years of administrative work experience in an office environment dealing with the public; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Work experience in law enforcement or public environment is preferred.
4. Ability to obtain and maintain certification to use NCIC system and LexisNexis system.
5. Ability to obtain and maintain Notary Public credentials.
6. Ability to pass a pre-employment background check.

### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

### Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

### Acknowledgment

*I acknowledge that I have received a copy of my job description.*

*I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.*

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Printed name

Signature

Date