

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: LIEUTENANT-WARRANTS & RECORDS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise activities involving civil process, service of civil and criminal warrants, and maintenance of department reports/records, and to perform related administrative functions. Duties and responsibilities include supervising staff and work activities, supervising records maintenance activities, assisting with budget administration, processing documentation, maintaining records, providing information and assistance to the public, and performing other tasks as assigned. Reports to Captain of Criminal and Civil Warrants.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; conducts staff meetings; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Interprets and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with immediate supervisor, Sheriff's Department management personnel, and other officials to review division operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; acts as liaison between the department and other law enforcement agencies, judges, attorneys, court personnel, the public, and other individuals.

Supervises processing of warrants; enters warrants into computer system; researches warrant information in computer database as needed; executes warrants to be served.

Supervises maintenance of departmental file system of warrants, and other documents; ensures compliance with applicable laws/guidelines governing retention/destruction of records, confidentiality of information, and release of records to authorized individuals; initiates any actions necessary to correct deviations.

Supervises and assists with customer service functions; provides information/assistance pertaining to warrants, procedures, documentation, fees, or other issues; responds to routine questions/complaints and initiates problem resolution.

Supervises and assists with receipt of payments for fines, court costs, or other fees; records transactions, issues receipts, and forwards revenues as appropriate.

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Assists with development and implementation of policies and procedures; updates or revises policies and procedures as needed.

Prepares and maintains budget for assigned areas; monitors expenditures to ensure compliance with approved budget; reviews and approves invoices; makes recommendations concerning purchase of equipment or other items.

Oversees and maintains inventory of division and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement items.

Develops or coordinates work schedules to ensure adequate coverage; reviews and approves time sheets and leave requests; maintains attendance records.

Prepares or completes various forms, reports, correspondence, schedules, logs, rosters, receipts, budget documents, purchase requisitions, performance appraisals, or other documents.

Receives various forms, reports, correspondence, schedules, time sheets, leave requests, job applications, budget reports, invoices, civil warrants, court orders, civil process documents, orders of protection, orders of continuance, orders of default, fifas, garnishments, writs, petitions, levies, notices, subpoenas, summonses, policies, procedures, rules, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, bulletins, policies/procedures, map books, directories, or other documentation for reference and/or review.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, sorting/distributing incoming mail, or processing outgoing mail.

Operates a variety of equipment and tools associated with department activities, which may include a police vehicle, firearms, chemical weapons, impact weapon, radio communications equipment, or general office equipment.

Communicates via telephone and/or two-way radio; answers incoming telephone calls and monitors radio traffic; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Creates and maintains positive public relations.

Communicates with department officials, employees, other departments, law enforcement personnel, outside law enforcement agencies, court personnel, law offices, attorneys, insurance agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new laws, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

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Assignment to Civil Warrants Division may involve the following additional functions:

Oversees and ensures processing of various documentation per established procedures and within designated timeframes.

Supervises and assigns workload of civil process warrants for service within the county; oversees proper review/examination of civil warrants to ensure legal accuracy and to ensure proper procedures have been followed.

Oversees proper zone assignment and any necessary rezoning.

Oversees and coordinates service of various types of warrants, including Fifas, garnishments, immediate writs, instanter capias, juvenile petitions, levies, notices, orders of continuance, orders of default, orders of protection, other pleadings, paternity petitions, restitutions, restraining orders, Sci fas, show cause orders, state warrants, subpoenas, summonses, warrants to recover, writs, arrests, attachments, bank garnishments, bench warrants, citations of contempt, civil warrants, exparte warrants, execution warrants, distress warrants, dismissals, detainer warrants,, custody orders, criminal summonses, and criminal petitions; coordinates service/execution of warrants to various individuals or agencies within the county; ensures officers monitor security of their surroundings and exhibit appropriate level of caution while serving warrants; serves warrants to individuals coming to the Sheriff's Office to accept service; oversees return of civil process documents to proper personnel after service has been completed.

Assists with sales of seized property; oversees preparation and publication of announcements to advertise sales; oversees calculation of commissions and sheriff's fees.

Performs administrative functions; calculates daily mileage sheets for each officer.

Assignment to Criminal Warrants Division may involve the following additional functions:

Oversees data entry of data from police reports; supervises archives/records room; oversees data entry of offense reports, arrest reports, juvenile activity reports, records checks, and other data; oversees maintenance of permanent records; coordinates destruction of records upon court orders.

Performs the functions of warrants/records personnel as required.

Supervises and assists with service of criminal warrants, including research of warrant information, identification of location of offenders, transportation of defendants to detention center, booking of arrestees, completion of associated documentation, and related activities.

Ensures records are maintained in compliance with applicable laws/guidelines governing retention and destruction of records, confidentiality of information, and release of records to authorized individuals.

Supervises and performs customer service functions; provides information/assistance pertaining to warrants, procedures, bond amounts, documentation, fees, or other issues; responds to routine questions/complaints and initiates problem resolution.

Processes expungement orders; deletes records from computers systems, bond books, and mittimus books; forwards to Tennessee Bureau of Investigations.

Prepares all documents pertaining to prisoner extraditions; forwards proper extradition documentation to District Attorney.

Compiles data pertaining to crime and domestic violence; performs necessary calculations; prepares uniform crime reports and domestic violence reports; submits reports and documentation to Tennessee Bureau of Investigation (TBI).

Performs duties of Notary Public for Department, when needed.

ADDITIONAL FUNCTIONS

Sets court dates and notifies complainants on all warrants; sets appointments for writs of possession and levies, and assigns officers to those dates/times.

Provides assistance to other employees/divisions as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in civil process; supplemented by five (5) years previous experience and/or training that includes civil process operations, law enforcement, supervision, customer service work, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must complete training in use of firearms, chemical weapons, and impact weapons. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, disease, pathogenic substances, violence, firearms, or chemical weapons.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date