

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SERGEANT-WARRANTS & RECORDS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in supervising activities involving activities of civil and/or criminal warrants and maintenance of department reports/records. Duties and responsibilities include supervising work activities, supervising processing of warrants, researching warrant information in computer database, preparing and maintaining documentation, providing information and assistance to the public, and performing other tasks as assigned. Reports to Lieutenant of Civil or Criminal 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.

Assists in supervising, directing, and evaluating assigned staff, which may include processing employee concerns and problems, directing work, counseling, disciplining, and/or completing employee performance appraisals.

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

Assists in ensuring division 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.

Supervises and coordinates processing of a variety of documentation associated with Sheriff's Department operations, per established procedures and within designated timeframes.

Communicates with commanding officers, other units/divisions, and other individuals to gather/exchange information on orders, problems, special situations, or other areas requiring attention; relays pertinent information to assigned staff; coordinates work activities with those of other units/divisions and other law enforcement agencies.

Supervises and assists with processing of criminal or civil warrants; accurately enters information from warrants into computer system; assigns proper zone to each warrant to ensure quick recovery; rezones warrants as appropriate; enters re-zoned information into computer to facilitate locating of warrants; attempts to locate lost warrants.

Assigns and assists with management of workload of criminal or civil process warrants to be served within the county; reviews/examines criminal/civil warrants to ensure legal accuracy and to ensure proper procedures have been followed.

Researches information pertaining to criminal or civil warrants in computer database; checks computer for state warrants on civil warrant defendants; researches previous booking information to obtain accurate addresses, identify necessary precautions, or determine need for joint civil/criminal operations for service.

Assists in supervising maintenance of departmental file system of warrants, warning tickets, accident reports, and other documents as necessary; prepares and sets up files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Rutherford County, Tennessee • Sergeant-Warrants and Records

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

Prepares or completes various forms, reports, correspondence, logs, or other documents.

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, or sending/receiving faxes.

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 supervisor, 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, or resolve problems.

Maintains a current knowledge of applicable laws/regulations; attends workshops and training sessions as appropriate.

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

Serves/executes civil warrants, court orders, evictions, repossessions, or other warrants to various individuals or agencies within the county; monitors security of surroundings and exhibits appropriate level of caution while serving warrants; returns civil process documents to department personnel or courts after service has been completed.

Executes Order of Protection petitions on defendants of domestic violence; communicates court orders to defendants.

Oversees, coordinates, and conducts sales of seized property; computes commissions and sheriff's fees.

Receives various forms, reports, correspondence, 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.

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.

Transports documentation to/from courthouse as needed.

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

Executes criminal warrants, violation of probation, capias, state warrants, or other warrants to various individuals or agencies within the county; returns criminal documents to department personnel or courts after service has been completed.

Receives moneys in payment of fines, court costs, cash bonds, or other fees; records transactions, issues receipts, and forwards revenues as appropriate.

Receives various forms, reports, correspondence, violation of probations, capias, state warrants, juvenile warrants, expungements, court orders, policies, procedures, rules, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

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

ADDITIONAL FUNCTIONS

Provides assistance to other divisions, patrol officers, or other employees 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 or criminal warrants; supplemented by two (2) years previous experience and/or training involving warrants, law enforcement, basic supervision, clerical/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 for civil processing. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

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 rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

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