

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: WARRANTS & RECORDS CLERK

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clerical work associated with processing Sheriff's Department documentation and maintaining records. Duties and responsibilities include processing and executing warrants, processing various police reports, entering data into computer, compiling criminal statistical data, maintaining department files/records, responding to requests for documentation or information, and performing other tasks as assigned. Reports to Captain of 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.

Processes a variety of documentation associated with Sheriff's Department operations, per established procedures and within designated timeframes; maintains accurate files/records of reports and documentation.

Maintains 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.

Processes criminal warrants; accurately enters information from warrants into computer system; assigns proper zone to each warrant to ensure quick recovery; sorts warrants by category of crime; processes warrants received from other counties and maintains communications with those counties following service of warrants.

Serves warrants or forwards warrants to civil process officers for service as appropriate.

Executes served warrants out of computer system within designated timeframe; ensures notification to all applicable agencies to avoid violation of rights.

Researches outstanding warrants in computer system; provides information and assistance in researching warrants to local law enforcement agencies.

Maintains computerized Tennessee Incident Based Reporting System (TIBRS) used to compile criminal statistics; enters criminal offense information into computer system based on TIBRS guidelines; ensures accuracy of data and corrects errors; maintains compliance with low error rate parameters in order to maintain accreditation by Tennessee Bureau of Investigation (TBI); provides computer reports of criminal statistics for reporting to Tennessee Bureau of Investigation (TBI) and Federal Bureau of Investigation (FBI).

Processes citations, warning tickets, accident reports, and incident reports; reviews narratives of case information to ensure proper judgments are made; enters data from citations and tickets into computer; forwards copies of accident reports to Tennessee Department of Safety; forwards copies of incidents to insurance companies, citizens, or other individuals as requested.

Processes requests for background checks; provides background requests to law enforcement agencies, non-profit agencies, military agencies, adoption agencies, child support division, or other authorized agencies.

Rutherford County, Tennessee • Warrants & Records Clerk

Prints intake reports for bondsmen and probation officers.

Maintains extensive file system of warrants, warning tickets, accident reports, juvenile reports, and other documents; 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.

Participates in Information Center activities; provides requested information to Sheriff's Department personnel, other departments, local counties/cities, Tennessee Highway Patrol, Federal Bureau of Investigation, Tennessee Bureau of Investigation, citizens, or other authorized individuals/agencies; monitors release of records and provision of information to ensure compliance with established laws/guidelines; issues, mails, or faxes requested documents; assists in locating reports, records, and information for officers and other personnel.

Notifies complainants, officers, and probation services personnel of court dates.

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

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

Prepares or completes various forms, reports, correspondence, crime statistical data, or other documents.

Receives various forms, reports, correspondence, criminal warrants, civil warrants, citations, warning tickets, accident reports, juvenile reports, requests for background checks, requests for records/reports, computer system manuals, policies, procedures, rules, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, 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 typing documents, making copies, sending/receiving faxes, sorting/distributing incoming mail, or processing outgoing mail.

Communicates via telephone and/or two-way radio; answers incoming telephone calls and continually 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.

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; maintains knowledge of guidelines for use of Tennessee Repertory Apprehension of Persons System (TRAPS), national criminal information system (NCIC), or other computer systems; attends workshops and training sessions as appropriate.

Conducts research as needed.

ADDITIONAL FUNCTIONS

Provides backup coverage to civil warrants division, officers, and other offices as needed.

Performs other related duties as required.

May provide translation services for Hispanic clientele in various areas of the department.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year previous experience and/or training involving general office work, file maintenance, data entry, personal computer operations, and customer service; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

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 carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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: Essential functions are regularly performed without exposure to adverse environmental conditions.



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

Date

Supervisor's Signature

Date