

Leon County Sheriffs Office

Job Description - Listing

POSITION: Warrants Clerk

ID	Statement	Performance Standard
TASK		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
GS1075	Receive, route, and disperse telephone calls / messages.	Given a telephone and message pad, the employee will politely answer calls, route calls to appropriate personnel, or correctly write down all pertinent information, and put the written message in the appropriate employee's box, in accordance with
GS1078	Sort and distribute mail.	Given a date / time clock, the employee will date / time stamp all incoming mail and correctly distribute the mail to the appropriate departments or personnel in accordance with agency policy.
GS1098	Maintain files	The employee will ensure that all documents/reports/correspondence are filed in a timely manner and secured in the appropriate location consistent with agency policy.
JS1400	Prepare service of process documentation	The employee will correctly organize and prepare all required service of process paperwork in accordance with agency policies and state statutes.
JS1401	Prepare temporary injunctions	The employee will accurately verify and prepare temporary injunctions in accordance with agency policy and statutes
JS1402	Balance daily receipts for	The employee will correctly balance the daily receipts and prepare the receipts for deposit in accordance with agency policy
JS1403	Provide public assistance via the telephone	Given a telephone the employee will provide assistance to the public in a timely, polite, and efficient manner in accordance with agency policy
JS1405	Organize filing of summons/subpoena returns	Given returned summons/subpoenas, the employee will correctly distribute and file the returns in accordance with agency policy
JS1407	Type and validate Sheriff's Return	Given a typewriter/wordprocessor and validator, the employee will correctly type out and validate the Sheriff's Return in accordance with agency

POSITION: Warrants Clerk

ID	Statement	Performance Standard
JS1411	Maintain records of funds received and dispersed	Given monies received and disbursed, the employee will accurately record and maintain all such transactions on a daily basis and accurately calculate monthly totals in accordance with agency
JS1413	Codes and classifies statistical data for reports	The employee will correctly code and classify daily and monthly totals, consolidating the statistical data into report form in accordance with agency
JS1414	Process new warrants and capias from other counties,	Given new capias or warrants from other counties, the employee will correctly process the coapias or warrants for assignment to deputies in a timely manner and in accordance with agency policy.
JS1415	Provide warrant information to LEOs and public	The employee will correctly retrieve warrant information from the CJIS computer and relay the requested information to the requestee in a timely manner and in accordance with agency policy.
JS1416	Notify officials/agencies of warrants executed	The employee will notify in a timely manner the appropriate officials or agencies of warrants executed, in accordance with agency policy.
JS1417	Cancel FCIC entries	Given an arrested subject and the FCIC computer system , the employee will correctly cancel the FCIC entry on the arrested individual in a timely manner and in accordance with agency policy
JS1418	Recall warrants from other	Given a warrant recall request , the employee will correctly send a recall notice via teletype to the appropriate agency in a timely manner and in accordance with agency policy.
JS1419	Respond to teletype inquiries	Given a teletype inquiry, the employee will respond to the inquiry in a timely manner with accurate information and in accordance with agency policy
JS1420	Enter wanted persons into FCIC	Given an arrest warrant and the FCIC computer system the employee will correctly enter all required information into the FCIC system in accordance with agency policy.
JS1421	Monitor radio to assist deputies	Given a two way radio, the employee will monitor the appropriate or designated channels and provide officers with assistance and information as required or requested in accordance with agency policy.
JS1422	Serve criminal summons	The employee will serve criminal summons' to individuals and correctly inform them of court date, room number and time of appearance in accordance with agency policy and state statutes.
JS1423	Request holds for subjects in DOC custody	Given a request for a subject hold or pickup, the employee will transmit the request to DOC in a timely manner and in accordance with agency policy

POSITION: Warrants Clerk

ID	Statement	Performance Standard
JS1424	Run CJIS inquiries	Given an authorized request and CJIS computer, the employee will correctly conduct a CJIS inquiry and communicate the information to the authorized requestee in accordance with the agency policy.
JS1425	Request extradition of wanted individuals.	Given notification of arrest of wanted subjects in another state, the employee will confirm the status of the warrant and request extradition in accordance with agency policy

POLICY

PL1	Accepts supervision and	The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and
PL3	Observes work hours	The employee is at work on time and works the shift until the shift is over.
PL4	Contact with public	The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.
PL5	Operation and care of equipment	The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.

PROFICIENCY

PR17	Information systems entry / retrieval skills	The employee is able to accurately enter and / or retrieve information from various computer systems, including CJIS/NCIC/FCIC (if applicable) , in a timely manner.
PR18	Computer /software/office equipment skills	The employee demonstrates adequate skill in the use of word processor, spread sheet, data-base, printer, copier, and any other equipment/software required to perform position tasks.
PR23	Inter-personal skills	The employee/volunteer demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and
PR29	General communications skills	The employee/volunteer has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to

POSITION: Warrants Clerk

ID	Statement	Performance Standard
PR39	Knowledge of procedural/policy manuals	The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR4	Verbal communications	The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.

POSITION: Warrants Clerk

ID

Statement

Performance Standard

Notes, Comments, or Additional Performance Measures to be added:

—

SUBJECT MATTER EXPERT APPROVAL

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

