

# Washington County

## Warrants Records Clerk

### Job Description

**Job Code:** 9  
**Exempt:** No  
**Department:** Sheriff's Office  
**Reports To** Warrants Records Supervisor  
**Location:** Sheriff's Office  
**Date Prepared:** October 11, 2018  
**Date Revised:** October 17, 2018

#### **GENERAL DESCRIPTION OF POSITION**

The incumbent, under the supervision of the Warrants Records Supervisor, is responsible for maintaining an accurate record of all arrest warrants, researching, copying, and sending confidential information to in-house personnel, other law enforcement agencies, military divisions, insurance companies and the general public. Provides general secretarial assistance such as answering telephone, typing reports, photocopying, faxing, scanning and data entry. Ensure all office functions are performed efficiently and in a professional and timely manner to maintain office continuity.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for maintaining and keeping in proper order all confidential records and information in the records department. There are routinely over 40,000 records managed in this division.
2. Responsible for assisting in the daily operations of the Warrants Department including receiving, logging, entering, deleting and maintaining all county warrants and warrants for nine small town police departments. Ensures that approximately 10,000 warrants are accurate, limiting potential liability as a result of a wrongful arrest.
3. Secures and files all confidential juvenile arrest records pursuant to state law.
4. Maintains an Arkansas Crime Information Center (ACIC) Basic and Advanced certification. Access the National (NCIC) and Arkansas Crime Information Center database to obtain information and enter, delete and validate information within the systems. Maintain current and accurate validations on active entries on a monthly basis, all in accordance with ACIC/NCIC rules and regulations.
5. Responsible for providing accident reports, proofreading, making copies, and processing payments made for the reports that are requested by other law enforcement agencies, insurance companies, medical emergency services, and the general public.
6. Maintains a cooperative and accommodating relationship with the State and FBI, providing any information requested while conducting audits of county and small town warrants.
7. Supports prosecuting attorneys, probation parole officers, Department of Human Services, Department of Corrections, and other agencies by providing arrest records and information. Provides approximately 1,000 videos per year.
8. Work with other law enforcement agencies and Washington County Transport Department to ensure that hold/detainer records are maintained and wanted subjects are returned to Washington County in a timely manner.

9. Accountable for receiving and receipting in any monies taken in for services rendered such as copying, faxing, mailing and distribution of reports mailed to the public and insurance companies. Maintaining efficient records and securing money until given to proper department for deposit. Generally handles approximately \$2,000 on an annual basis.
10. Disseminates records and information to in-house personnel, other agencies and the public, according to policy.
11. Assists in arranging interviews between officers and detainees, and providing requested videos of the sessions.
12. Reviews, distributes, and processes Court Ordered Seals of arrest records, warrants, citations, and incident reports.
13. Files, protects and retrieves records, reports and other information contained on paper and in-house database.
14. Greets individuals entering office, provides information, and interacts with the public in a professional manner.
15. Ensure that all activities are professionally and ethically performed in accordance and within the law to protect the individual rights of all citizens in Washington County.
16. Secures and files all confidential juvenile arrest records pursuant to state law.
17. Complete monthly Arkansas Juvenile Justice and Delinquency report and submit to Arkansas Department of Human Services.
18. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 19 to 23 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed

instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Maintains an Arkansas Crime Information Center (ACIC) Basic and Advanced certification.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Intermediate: Database, Word Processing/Typing

Basic: Alphanumeric Data Entry, Contact Management, Spreadsheet

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

#### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

### **ADDITIONAL INFORMATION**

#### **OTHER SKILLS and ABILITIES:**

The incumbent should be able to organize work so as to work with minimal supervision. The incumbent must have knowledge of modern office practices, procedures, and equipment; have strong written and verbal communication skills for public relation responsibilities; have the ability to understand the Judicial System, accounting and bookkeeping skills; must possess the ability to establish good rapport with individuals often under difficult circumstances. The Records Clerk/Secretary should also possess machine skills for operating a calculator, word processor, and computer. Must have strong knowledge of how to enter and retrieve information into and from many different databases.