

Washington County

Warrants Records Supervisor

Job Description

Job Code:	14
Exempt:	No
Department:	Sheriff's Office
Reports To:	Fiscal and Administrative Manager
Location:	Sheriff's Office
Date Prepared:	October 11, 2018
Date Revised:	June 15, 2021
Safety Sensitive:	This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The Warrants/Records Supervisor directly supervises (3) Warrants/Records Clerk positions. Supervises and maintains an accurate record of all arrest warrants, arrest records, and other legal matters relating to the Warrants and Records Department. This involves over 10,000 warrants and over 40,000 arrest records per year. Responsible for supervision, training, and scheduling of Warrants and Records personnel, all while ensuring office functions are performed accurately, professionally and in a timely manner. Perform clerical duties, which include data entry, photocopying, filing, email documents and correspondence, prepare and send mail, and fax documents. This position has considerable contact with all departments within the Sheriff's Office and has extensive contact with other law enforcement agencies, courts, attorneys, prosecutors' offices, the governor's office and the general public. The incumbent must have in-depth knowledge of operations and procedures along with knowledge of the Judicial System.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise and assist in the daily operation of the Warrants Department. This involves receiving, logging, entering, deleting, and maintaining all county warrants and warrants for nine small town police departments ensuring that approximately 10,000 warrants are accurate, limiting potential liability as a result of a wrongful arrest.
2. Maintain 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 regulations.
3. Maintain a cooperative and accommodating relationship with the State and FBI, providing any information requested while conducting audits of county and small town warrants.
4. 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.
5. Supervise the operation of the Records Department, which maintains inmate booking files and accident reports. Oversee the processing of sealing arrest records once an Order to Seal has been received. Ensure that procedures are being followed and sealed records are not available for public view. There are approximately 40,000 total records maintained within this department.

6. The Records Department is the point of contact for Freedom of Information (FOI) requests and works with in-house departments to collect information and fulfill requests in a timely manner, ensuring that only information subject to FOI is released.
7. In accordance with policy, the Records Department provides background checks and arrest records on individuals to other law enforcement agencies, military, government housing, and the general public for the prescreening employment process.
8. Oversee and assist in receipting in money for body attachments and accident reports and securing the money until given to the proper department for deposit.
9. Develop and implement policies for the Warrants and Records Departments to maintain a standard for daily operation of each department to ensure the offices are functioning in accordance with county policy and state law.
10. Supervise, resolve problems, and organize assignments for three (3) office personnel and instruct personnel on acceptable office procedures.
11. Conduct all activities in a professional manner to ensure a positive image to maximize cooperation between county offices, other law enforcement agencies, the general public and all other contacts. Use discretion when receiving and sharing confidential information.
12. 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

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 1 to 6 months related management experience, 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. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Maintains an Arkansas Crime Information Center (ACIC) Basic and/or 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 direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate 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

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

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

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial 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

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

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, 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 regularly required to stand, sit, climb or balance, stoop, kneel, crouch, or crawl, talk or . The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ADDITIONAL INFORMATION

OTHER SKILLS and ABILITIES:

The incumbent should possess good communications skills, as frequent contact is required with other law enforcement agencies, offices, and general public. Possess good organizational skills for prioritizing workloads and directing work. He/she must have knowledge of modern office practices, procedures, and equipment. Clerical/Secretarial skills include accurate data entry, copying, faxing, scanning, etc. Knowledge of basic computer software such as Microsoft Word, Outlook, and the ability to adapt to changing software as needed. Must also have the ability to understand and interpret legal paperwork.