

JOB DESCRIPTION
Essex County, VA

Job Title	Warrant Clerk
Department	Sheriff Office
Category	FULL TIME
FSLA	Non-Exempt
Pay Grade	
Report to:	Officer Manager, Major or Sheriff
Supervises:	NA

JOB SUMMARY/PURPOSE

This position performs administrative and clerical work in Essex County Sheriff's Office. This position maintains and enters information in to the VCIN/NCIN and Incident Based Reporting (IBR) system and assists the Office Manager with various clerical and administrative tasks as directed. The Warrant Clerk is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Maintains and enters pertinent information such as warrant information, court orders, civil papers, traffic violations, criminal information and evictions into the IBR system and the VCIN/NCIN data bases;
- Hand delivers various documents to the proper court and other County offices and picks up various important documents to be used by the Sheriff's office;
- Assists with ordering all office supplies;
- Assists with FOI requests for car accident reports and other law enforcement reports requested by pulling reports for supervisor's review and handling;
- Ensures all warrants and civil documents, gun permits are processed properly and returned to the proper court in a timely manner, which includes the paperwork related to evictions;
- Contacts the Commonwealth Attorney's officer to obtain the correct extradition status on felony warrants prior to the entry of data into the VCIN/NCIN
- Assists with scheduling staff for such activities as traffic control, DUI enforcement and coordinate inmate pick-ups and returns for the Sheriff's office to take to court;
- Coordinates with other law enforcement departments to facilitate the proper return of suspects;
- Prepare DARE certificates for graduation programs and various forms or documents or correspondence as needed;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;

- Assists other Office staff as needed to promote a team effort to serve the public;
- Continue training; keeping current with Sheriff office regulations and VCIN/NICN & IBR to maintain certifications;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job; and one year of office experience

Licenses or Certificates:

- Must be certified through VCIN/NCIC and IBR within first year of employment;
- Criminal background check required

Knowledge, Skills and Abilities:

- Knowledge of standard office equipment, practices and procedures
- Knowledge of or ability to learn Incident Based Reporting (IBR) system and VCIN/NCIN systems including confidentiality of information;
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office and the county policies and procedures;
- Knowledge of the use of office automation applications and equipment, American business English and spelling;
- Working knowledge of database management systems for data entry procedures
- Skill in operating a personal computer and associated office software;
- Ability to process large volumes of paperwork; ability to type with speed and accuracy and to develop and maintain detailed and accurate records and files;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;
- Ability to maintain effective working relationships with internal and external customers;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively both orally
- Ability to deal courteously with the public under stressful conditions;
- Ability to maintain motivation, composure, and self-esteem in stressful situations;
- Ability to make decisions based on established office policies and procedures
- Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, phones,				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing (filing)		X		
Other-Driving	X			
Other-Dealing with confidential information				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).