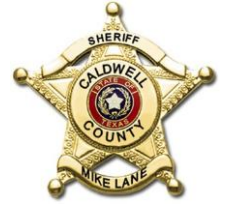




MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644
Phone No. 512-398-6777 | Fax No. 512-376-4376



Warrant's Clerk
Salary: \$41,117.21

SUMMARY

Under direct supervision, processes, tracks, maintains, and controls records on warrants for the Sheriff's Department or DPS.

SUPERVISION RECEIVED

Works under the general supervision of the Caldwell County Sheriff's Office Senior Management.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives warrants, issues receipt, and distributes money/bonds; maintains outstanding warrant file; confirms warrants are valid.
- Some positions recall warrants as requested by the court, arranges for prisoners to be transported to the Sheriff's Office for incarceration; prepares background investigation on applicants for a concealed handgun license; works with local law enforcement agencies, District Attorney's Office, County Clerk staff; Juvenile Probation Department, and others in the performance of duties on licensure.
- Some positions submit applications for concealed handgun Licensure to supervisors for final approval or denial of license; prints, reviews and submits reports to update and maintain accuracy of files including disposition of cases and entry into subjects driving record or criminal history record; receives report of warrants recalled by the court and reviews to ensure subject's warrant has been removed from the state computer to prevent second arrests of the same warrant.
- Operates standard office including a computer providing driving records, criminal case history, vehicle registration, warrant information, etc.; provides assistance to the court clerk as required; runs driving records, vehicle registration, etc.; provides advice on general traffic law questions, warrants, and arresting agency information; cross trains to assist the Administrative Assistant.
- Some positions assist Sergeant in preparing work schedule for State Troopers including distribution of the scheduled to appropriate agencies
- Assists other Warrant Clerk(s) including sale of accident reports, typing offense reports, memoranda, etc. conducts data entry of warrant and arrest information, citations, and preparation of warrants for entry into the database; receives and distributes Enforcement Action requests from Safety Responsibility Department in drivers licenses; license plates, and registration receipt; surrenders drivers licenses, license plates, and proof of registration; updates status and forwards information to state capitol.

Note: The duties listed above 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 and is assigned by management.

MANDATORY QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the operations of the Sheriff's Department or DPS.
- Knowledge of the proper processing of warrants.
- Knowledge of the principles and practices of modern office operations.
- Knowledge of applicable federal, state, and local laws, ordinances, statutes, regulations, rules, policies, and procedures.
- Skill in workload management.
- Skill in interacting with people in all socio-economic levels.
- Skill in following oral and written instructions.
- Skill in gathering documents, sorting them, and filing them in the proper sequence.

EDUCATION and/or EXPERIENCE

High School Graduate or G.E.D; Two years of clerical/administrative experience in a law enforcement setting preferred.

OTHER QUALIFICATIONS, CERTIFICATES, LICENSES & REGISTRATIONS

None.

OTHER SKILLS AND ABILITIES

Microsoft office suite (i.e. email, word, excel), and data base programs; prepare clear and concise records, reports, correspondence and other written materials; exercise independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work.

LANGUAGE SKILLS

Read and comprehend simple instructions, short correspondence, and memos; able to write detailed correspondence; effectively present information in one-on-one and small group situations to elected officials, department heads, vendors, and senior managers and supervisors within the County.

MATHEMATICAL SKILLS

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Apply common sense understanding to carry out detailed but uninvolved written or oral instructions; able to deal with problems involving a few concrete variables in complex situations.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the incumbent is regularly required to sit for long periods of time. The employee is occasionally required to stand and/or walk short distances.

WORK ENVIRONMENT

The 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.

While performing the duties of this job, the incumbent regularly works in a normal office setting.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

ACKNOWLEDGEMENT

I agree that I am able to satisfactorily perform the essential duties listed above with or without accommodation. I understand the satisfactory performance of the essential duties in this job description in a condition of my employment. I agree to follow the instructions of my supervisor with the constraints of the law and will perform additional duties to the best of my ability with instructed to do so.

I acknowledge the receipt of the current Caldwell County General Orders Disk, which outlines my privileges and obligation as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Caldwell County.

I further understand that my employment is terminable at will so that both Caldwell County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date