

CITY OF FOREST HILL

Job Description

Position Title:	Warrant Officer
Department:	Municipal Court
Immediate Supervisor:	Court Administrator
Positions Supervised:	None
FLSA Status:	Non-Exempt
Work Schedule:	Full-time

SUMMARY OF CLASSIFICATION

This is a responsible position with emphasis on providing support to the Municipal Court by serving and clearing outstanding Class “C” misdemeanor warrants and providing security in the Courtroom during court proceedings. Work is performed under minimal supervision in accordance with standardized training methods as set forth through the Texas Commission on Law Enforcement. Work is accomplished through work assigned by supervisors, self-initiation, and/or calls for help from the community. These assignments are performed with competent, professional work ethics which require the ability to make rational, sound decisions. These decisions require the ability to listen closely, to discern appropriate facts, remember them, write them down in an effective manner, then to act accordingly.

ESSENTIAL JOB DUTIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Locates and serves persons with arrest warrants and various misdemeanor writs issued by the municipal court and informs violator of past due citation. Arrests violator according to established procedures.
- Enforces various traffic laws and/or ordinances; issues citations as required.
- Researches location of wanted persons utilizing various computers, associated software, directories, law enforcement agencies and business establishments.
- Detains and investigates persons suspected of violating certain court orders; obtains detailed information from suspect.
- Serves as court bailiff in assigned court and perform related duties; Ensures the safety and security of the courtroom and trial participants at all times.
- Escorts defendants, witnesses and the public to assigned areas during trials. Inspects packages entering courtroom for weapons or explosives and monitors persons entering court for possible possession of weapons.
- Contacts citizen when warrant has been issued; informs violator of past due citation; arrests violator according to established procedures.
- Transports prisoners to and from surrounding jurisdictions; ensures proper restraint of prisoners during transportation.

- Prepares various reports regarding operations and activities including incident and arrest reports.
- Maintain accurate records and keep city materials, reports and documents confidential as provided by policy and law;
- Assist Warrant and Collection clerks; prepare paperwork, notices and media releases for the annual warrant roundup program;
- Attend meetings with other cities and counties involved with the warrant roundup program as needed;
- Performs other duties as required.

OTHER JOB FUNCTIONS:

DUE TO THE NATURE OF THE JOB PERFORMED BY PEACE OFFICERS, ASSISTANCE TO THE COMMUNITY MAY TAKE ON VARIOUS FORMS NOT LISTED ABOVE. GENERALLY SPEAKING, A PEACE OFFICER MUST BE WILLING TO TAKE ON ANY TASK WHICH THE OFFICER MAY BE CALLED UPON TO PERFORM BY PEOPLE IN NEED OF ASSISTANCE OR TO THE BENEFIT OF THE COMMUNITY.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
- Methods and techniques used to arrest persons suspected of criminal activity.
- Principles and practices of research and investigation.
- Methods and techniques used to enforce applicable City, State and Federal ordinances.
- Operations and activities of a municipal court.
- Methods and techniques used to ensure the safety and security of a municipal court.
- Operational characteristics and safe usage of firearms.
- Principles of business letter writing and basic report preparation.
- Pertinent Federal, State and local codes, laws and regulations.
- Jurisdiction operating procedures.
- Transportation Code.
- City Police Department Operating Procedures.
- Firearms use and operation.
- Skill in:
- Making sound decisions.
- Prioritizing work activities.
- Time management.

- Ability to:
- Communicate clearly and effectively, both orally and in writing.
- Enforce all City, State and Federal laws, codes and ordinances.
- Arrest persons suspected of criminal activity according to established procedures.
- Serve as court bailiff in assigned court and perform related duties.
- Ensure the safety and security of a municipal court.
- Perform various research and investigative duties.
- Transport prisoners to and from surrounding jurisdictions.
- Prepare clear and concise reports.
- Respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Sits, stands and converses for extended periods while assisting a constant stream of customers. Works well under pressure; ability to follow directions and assist other employees as needed.

REQUIRED CONTACTS

Communicates effectively and courteously with customers and other City Employees in person, on the phone and in writing.

REQUIRED QUALIFICATIONS

- High school diploma or a G.E.D. equivalent.
- Prior experience as a certified peace officer preferred.
- Minimum age requirement - 21 years of age.
- Basic peace officer training meeting minimum standards set forth by the Texas Commission on Law Enforcement.

SPECIAL REQUIREMENTS LICENSES AND CERTIFICATIONS

- Peace officer license issued by the Texas Commission on Law Enforcement.
- Valid Texas Motor Vehicle Operator's License with no restrictions other than "A".