



Warrant Officer
County Courts

Courts/7
Pay Grade: 16

JOB SUMMARY

This position is responsible for executing arrest warrants.

MAJOR DUTIES

- Maintains failure to appear files.
- Maintains files of capias issued.
- Reviews outstanding capias to determine status before making arrests.
- Locates and arrests individuals as warranted.
- Maintains records of all arrests and documents the execution and attempted execution of all capias.
- Assists Bailiff with court proceedings.
- Makes copies.
- Answers telephone and provides information and assistance.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of court terminology, processes and procedures.
- Knowledge of the laws and regulations pertaining to the issuance of legal documents and the arrest of individuals.
- Knowledge of courtroom protocol and procedures.
- Knowledge of courtroom security principles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the arrest and transport of individuals.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Court Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include related state and federal laws and court and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the execution of warrants. The unique nature of each case contributes to the complexity of the position.
- The purpose of this position is to serve arrest warrants. Success in this position contributes to the efficiency and effectiveness of court operations and to the safety and security of the courtroom.

CONTACTS

- Contacts are typically with co-workers, other county employees, court personnel, attorneys, witnesses, inmates, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to motivate persons, and to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, a courtroom and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, and contagious or infectious diseases. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education from an accredited institution.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Ability to meet current requirements set forth by the Texas Commission of Law Enforcement Officers Standards and Education.
- Must have a high school diploma or GED from an accredited institution.
- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position is *not* covered under Civil Service; however, all other Webb County policies apply.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date