

City of Mission Job Description

Job Title: **Warrant Clerk**

Classification: **Non-Exempt**

Department: Municipal Court



Division:

Supervisor: Court Coordinator

Effective: February 16, 2016

I. JOB SUMMARY

As a public servant this individual is in constant contact with the public and receives most of the phone calls, determines the nature of their business and directs them accordingly. Individual is responsible to receive payments for fines. Receives bond money, issue bonds docket numbers and enter into our system. Reconciles monies at the end of day, prepares deposits, runs reports and forwards to the Finance Department. Will prepare memos on refunds, overages and shortages. Keep logs on daily payments, warrants that need to be retracted, deferred adjudication, bonds, defensive driving, and incarcerated individuals. Send out receipts and letters for payments received via mail. Prepare necessary paperwork for contested and indigent cases in which a trial is requested. When it is granted, prepares paperwork for (CSR) community services and closes case upon completion of hours. Retrieves and files dockets on a daily basis. Receives motions for continuance, bond surrenders, and bond reductions. Makes copies of documents and verifies insurance policies when needed. Works closely with the warrant officers and communications (dispatch), on active warrants. Will assist the Warrant Officers with the process of payment plans, community service hours and indigent hearing requests. Works Tuesday evenings at least twice a month. Prepares documents such as, judgments, deferred dispositions, defensive driving affidavit and DSR Forms. Prepares warrants and delinquent notices as requested by supervisor. Types labels, addresses envelopes and orders office supplies as needed. Individual will enter citations into computer system when needed. In addition, the individual will assist to process all necessary paperwork involved as assigned. Maintain warrant files accordingly and as required. Types letters and addresses envelopes. The individual will assist with Cashier duties when necessary. Greet and provide proper customer service in person or by phone. This position has no supervisory responsibilities. Individual will perform other duties assigned by supervisor/department head when necessary.

II. EDUCATION REQUIREMENTS

- High School Diploma or GED required
- A minimum of six months experience in cashiering and general office procedures.
- Must be able to type 50 wpm and have good filing skills
- Must be proficient in working with personal computer, typewriter, and general office equipment.
- Must have experience in using a 10 key calculator by touch.
- Must have knowledge and experience with Microsoft Word, Excel, Windows 95, Internet, and E-mail
- Must have oral and written communication skills in English to at least the 9th grade level (to include correct spelling).
- Must be able to communicate proficiently in the Spanish language.



III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical, and pre-placement screening administered by the City of Mission appointed physician at the City's expense
- Must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years

IV. SKILL AND ABILITY REQUIREMENT

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to compute, maintain and prepare complex records correctly insuring confidentiality.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business matter.
- Ability to compute and record numbers correctly.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to follows instructions, respond to management direction; takes responsibility for own actions; keep commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.
- Ability to establish and maintain effective working relationship with office staff, auxiliary departments, elected officials, co-workers, supervisors and the general public.
- Ability to communicate effectively orally in the Spanish and English language.
- Ability to perform work that is routine and detailed.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to make decisions based on available data/criteria, laws, and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents; be knowledgeable of general office procedures, perform all job functions with special attention to safety rules and city policy procedures.
- Ability to prioritize, plan and use time effectively.
- Ability to demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance and monitors own work to ensure quality.
- Ability to adapt to changes in the work environment; manages competing demands; changes approach or method to best fit the situation and able to deal with frequent change, delays, or unexpected events.



V. ESSENTIAL JOB FUNCTIONS

- Answer telephone with clear, courteous and business voice.
- Receive the public when they come to make a payment or to speak to a staff member or a judge, make arrangements on a citation or active warrant.
- Reconciles monies at the end of each day and submits it to appropriate person.
- Type letters, memos and other documents as needed.
- Keeps daily ledgers.
- Prepares documents and other items for mailing.
- Sorts, and files receipts, citations and all other documents.
- Perform all job functions with special attention placed on good public relations, safety, and proper office procedures in compliance with city policies.
- Prepares case folders, post, files and route documents.
- Review courtesy notices to ensure accuracy.
- Verifies extension for payment and community service extension have been extended prior to processing courtesy notices.
- Prepares and mail courtesy letters for tickets with an IA, EX, PP, CS, ED AJ status.
- Process and reviews daily warrant reports. Pull warrants daily from log.
- Process daily reports to issue warrants and FTAs on LN status.
- Process courtesy letter on SC status.
- File all active warrants accordingly and pull warrants when needed.
- Assist Warrant Officers with payment plans, community service hours and indigent hearing requests.
- Assist Warrant Officer with necessary forms, paperwork and retrieving files when deemed necessary.

VI. NON-ESSENTIAL JOB FUNCTIONS

- **None**

VII. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- 10 key calculator, Fax machine, Printer
- Personal Computer, Copy machine, Keyboard
- Typewriter, Telephone, Mouse
- Computer software, CD's, Paper cutter
- City Vehicle, Postage Meter, Manual hole puncher
- Stapler, ruler, highlighter, Pens, pencils, Binding machine
- Personnel Policy Manual



VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

IX. MANUAL DEXTERITY

Gross and fine hand movements are required to perform essential job functions. Gross hand movements are required to grip and transport boxes of paper for utilization of storage. Fine hand movement is required to hand write depositions and to file out forms.

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X. PHYSICAL DEMAND ANALYSIS

MATERIAL HANDLING ACTIVITIES

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work statio to another.
	6-10 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work statio to another.
	11-20 lbs	F	File cabinet drawers to retrieve and return files and move chair from one work statio to another.
	21-25 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING MATERIALS

Task	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladder to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down from floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets.
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books at shoulder level, opening file drawers, pick up and deliver documents.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50' walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculator by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser, filing baskets.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Applicant Signature

Date