

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Warrants/Records Supervisor**

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**Exempt (Y/N):** No

**DEPARTMENT:** Sheriff's Office

**DATE PREPARED:** May 2014

**SUPERVISOR:** Executive Assistant Administration

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**SUMMARY:**

The Warrants/Records Supervisors directly supervises one Secretary/Receptionist and two Records Clerk/Secretary positions. Supervises and maintains an accurate record of all arrest warrants, arrest records, detainee medical records, and other legal matters relating to the Warrants and Records Departments. This involves over 10,000 warrants and over 40,000 arrest records per year. Responsible for supervision, training, and scheduling of Warrants and Records personnel all while ensuring office functions are performed accurately, professionally and in a timely manner. Perform clerical duties which include data entry, photocopying, filing, email documents and correspondence, prepare and send mail, and fax documents. This position has considerable contact with all departments within the Sheriff's Office and has extensive contact with other law enforcement agencies, courts, attorneys, prosecutors' offices, the governor's office and the general public. The incumbent must have in-depth knowledge of operations and procedures along with knowledge of the Judicial System.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Supervise and assist in the daily operation of the Warrants Department. This involves receiving, logging, entering, deleting, and maintaining all county warrants and warrants for eight small town police departments ensuring that approximately 10,000 warrants are accurate, limiting potential liability as a result of a wrongful arrest.
2. Maintain Arkansas Crime Information Center (ACIC) level II certification. Access the National (NCIC) and Arkansas Crime Information Center data base to obtain information and enter, delete, and validate information within the systems. Maintain current and accurate validations on active entries on a monthly basis, all in accordance with ACIC/NCIC regulations.
3. Maintain a cooperative and accommodating relationship with the State and FBI, providing any information requested while conducting audits of county and small town warrants.
4. Work with other law enforcement agencies and Washington County Transport Department to ensure that hold/detainer records are maintained and wanted subjects are returned to Washington County in a timely manner.
5. Supervise the operation of the Records Department which maintains sensitive inmate medical files, inmate booking files, and accident reports. Oversee the processing of

sealing arrest records once an Order to Seal has been received. Ensure that procedures are being followed and sealed records are not available for public view. There are approximately 40,000 total records maintained within this department.

6. The Records Department is the point of contact for Freedom of Information (FOI) requests and works with in-house departments to collect information and fulfill requests in a timely manner ensuring that only information subject to FOI is released.
7. In accordance with policy the Records Department provides background checks and arrest records on individuals to other law enforcement agencies, military, government housing, and the general public for the prescreening employment process.
8. Oversee and assist in receipting in money for civil process Body Attachments and accident reports and securing the money until given to the proper department for deposit.
9. Develop and implement policies for the Warrants and the Records Departments to maintain a standard for daily operation of each department to ensure the offices are functioning in accordance with county policy and state law.
10. Supervise, resolve problems, and organize assignments for three (3) office personnel and instruct personnel on acceptable office procedures.
11. Conduct all activities in a professional manner to ensure a positive image to maximize cooperation between county offices, other law enforcement agencies, the general public and all other contacts. Use discretion when receiving and sharing confidential information.
12. Assist with other duties as required maintaining smooth operation within the Sheriff's Office.

**SUPERVISORY RESPONSIBILITY:**

Supervises the Secretary/Receptionist working in the Warrants Department and two Records Clerks in the Records Department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include: training, resolving problems, directing work, addressing complaints, performance appraisals, employee scheduling and timesheets.

**QUALIFICATION REQUIREMENTS:**

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.

**EDUCATION and/or EXPERIENCE:**

Associate's Degree or equivalent from a two-year college or technical school and five year related experience and/or training; or equivalent combination of education and experience.

**OTHER SKILLS and ABILITIES:**

The incumbent should possess good communications skills, as frequent contact is required with other law enforcement agencies, offices, and general public. Possess good organizational skills for prioritizing workloads and directing work. He/she must have knowledge of modern office practices, procedures, and equipment. Clerical/Secretarial skills include accurate data entry, copying, faxing, etc. Knowledge of basic computer software such as Microsoft Word, Outlook, and the ability to adapt to changing software as needed. The ability to understand and interpret legal papers

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, stand, climb or balance, stoop, kneel, crouch, hear, talk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus and close vision.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.