

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Warrant/Identification Technician		
<b>Job Code:</b>	PS5190	<b>Job Family:</b>	Public Safety
<b>Pay Grade</b>	506	<b>Date Reviewed:</b>	07/14/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Leads, oversees and participates in the more complex and difficult work of employees responsible for providing a wide variety of support services involving classifying, maintaining, and researching identification records and files. Provides fingerprints, criminal histories, warrant confirmations and other law enforcement related needs to customers, police officers and other law enforcement agencies.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*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.*

1. Manages incoming jail paperwork for arrested person that is processed by the Identification Technicians.
2. Assists Identification Technicians at the customer service window answering questions from the general public.
3. Manages acceptance, logging-in and processing of Arrest Warrants, Search Warrants, and Consent to Search received by the Identification Technicians from sworn personnel. Verifies judge's signature. Enters warrant information into Warrant Entry.
4. Processes Emergency Protection Orders and Protective Orders received by fax, mail, or from Magistrate Court. Confirms protective orders upon request for Law enforcement agencies.
5. Acts as custodian of record for documents maintained.
6. Receives mail and fax requests for criminal histories processed by the Identification Technicians.
7. Manages the Identification Technicians' work schedule in the Enterprise Resource Planning. Approves leave requests.
8. Trains new hire Identification Technicians in all aspects of Identification Bureau including Standard Operating Procedures (SOP) and departmental policies pertaining to the Identification Bureau.
9. Performs other related duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- State of Texas requirements for processing, retention, and destruction of documents i.e. warrants, search warrant, and protective orders/EPO'S.
- Texas Crime Records reporting procedures.
- Texas Code of Criminal Procedure.
- Public Information Act.
- Texas DPS Crime reporting system.
- Standard Operating Procedures.
- Tarrant County Mainframe, Jail Booking, OMNIXX, and CJIS (Criminal Justice Information System).
- Warrant module in Tiburon.
- Methods and techniques of fingerprinting and fingerprint identification.
- Methods and techniques used in criminal background checks.
- Enterprise Resource Planning System.
- Livescan fingerprint machine.
- Web Tips.

- **Skill in:**

- Multitasking and prioritization.
- Customer service.
- Make sound decisions and use good judgment.
- Problem solving.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Provide preventive maintenance to office machines and printers.
- Use Microsoft Excel.
- Record, compare and verify fingerprints.
- File paperwork in Laser fiche.
- Troubleshoot technical difficulties.
- Evaluate employee performance.
- Process warrants.
- Establish and maintain effective working relationships.

### **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and three years of increasingly responsible clerical or records maintenance experience.

### **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **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.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.