



Warrant Specialist Sheriff's Office

SO/15-724

JOB SUMMARY

This position is responsible for enforcing laws, including the pursuit of felons and the serving of warrants.

MAJOR DUTIES

1. Investigates warrant case files to obtain information needed to locate and serve the warrant; updates current, factual information required to input and maintain warrants on GCIC and NCIC databases.
2. Serves warrants at residences, businesses, or other locations; locates and arrests offenders.
3. Enforces probate court orders dealing with the apprehension and involuntary committal of mentally disturbed or drug dependent persons; provides controlled transport of the subject to appropriate facility for treatment and confinement.
4. Enforces medical orders from licensed physicians for the apprehension and committal of mentally disturbed or drug dependent persons; provides controlled transport to appropriate facility for treatment and confinement.
5. Travels throughout the state to retrieve offenders from state prisons and county jails that have outstanding warrants in Fayette County.
6. Ensures the extradition of out-of-state fugitives; ensures all legal hearings and extradition papers are satisfied.
7. Enforces arrest warrants issued by the courts for contempt.
8. Performs duties of Deputy Sheriff; conducts routine patrols and assists uniformed officers as required.
9. Renders first-aid or medical assistance when needed.
10. Attends seminars, schools, and training sessions dealing with varied related activities such as investigations, law and community relations, etc.
11. Represents the Sheriff's Office at various community events and social and professional meetings.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of federal, state, and local laws.
2. Knowledge of the criminal justice system.
3. Knowledge of agency rules and regulations.
4. Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
5. Knowledge of county geography, streets, roads, and buildings.
6. Knowledge of the procedures used in emergency communications.
7. Skill in the use of firearms.
8. Skill in working independently and in a team setting.
9. Ability to prepare clear and comprehensive reports.
10. Ability to obtain information through interviews, interrogations, and observation.
11. Ability to operate assigned vehicles and equipment, including firearms.
12. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

SUPERVISORY CONTROLS

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

GUIDELINES

Guidelines include federal and state constitutions, the Official Code of Georgia, case law, Sheriff's Office policy, rules, regulations, and standard operating procedures and County policy. These guidelines require judgment,

selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in the processing and serving of warrants. Strict regulations, frequent interruptions, and potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to perform law enforcement duties in support of Sheriff's Office operations. Success in this position contributes to the enforcement of federal, state, and local laws and to the safety and well-being of county residents.

CONTACTS

- Contacts are typically with co-workers, representatives of other law enforcement agencies, vendors, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is subject to on-call status and is typically performed on rotating shifts while intermittently sitting, driving, standing, kneeling, bending, crouching, running, climbing stairs, and stooping while dressed in work uniform and/or wearing ballistic or other PPE and/or carrying additional equipment. The employee occasionally lifts light and heavy objects including victims or suspects weighing more than 100 pounds, climbs ladders, and 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 a vehicle, an office, jail, outdoors, and at the scene of emergency or critical incidents. The employee may be exposed to aggressive, sick, or injured persons or animals; noise, dust, dirt, grease, fire, and smoke; machinery with moving parts; contagious or infectious diseases or pathogens, and irritating chemicals; and occasionally hot, cold, or inclement weather. The work requires the use of personal protective equipment or devices such as ballistic protection, duty weapon and gear belts, self-contained breathing apparatus; and masks, goggles, hearing protection, or gloves. Employees functioning in this environment are required to maintain good physical condition in order to successfully execute any and/or all of the physical demands.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring standards. Completion of the Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

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.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.