



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Lead Warrant Entry Clerk	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REVISED:</b>	

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**Summary:** Under general supervision, performs a variety of administrative duties in the processing and quality control of criminal warrants and law enforcement documents for the Sheriffs Department, according to precise policies and procedures.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs quality control functions for the information entered into the Criminal Justice Information Systems (CJIS) from County terminals according to Federal Bureau of Investigation and Wyoming Department of Criminal Investigations guidelines; checks paperwork and validates data entries for accuracy.
- Assures the accuracy of CJIS databases; assures maintenance, availability and confidentiality of criminal justice records.
- Updates automated and manual criminal warrants and records tracking systems according to policy and procedures.
- Supervises and trains assigned staff; prioritizes and assigns tasks; reviews, critiques and corrects work of staff, implements corrective actions and conducts performance evaluations.
- Researches files and computer databases for criminal histories as authorized.
- Checks local and state warrants for validity and accuracy of information; collects, records, files and distributes related paperwork.
- Reviews and verifies arrest warrants and criminal reports, and processes according to policy and procedures.
- Processes arrest warrants; creates files and enters information into computer systems; enters data into National Crime Information Center (NCIC) computer system; removes recalled warrants from the system as directed.
- Enters orders of protection and stolen items into NCIC and Wyoming Criminal Justice Information Network (WCJIN) databases.
- Monitors NCIC database for local and regional Attempts to Locate (ATL) information requests.
- Updates and maintains criminal records files; researches files and computer databases.
- Receives records requests, and sends information to law enforcement officers and other agencies and jurisdictions as approved.
- Acts as Terminal Agency Coordinator for the Sheriff's Department to assure compliance with NCIC and state operations policies and procedures.
- Maintains the integrity, professionalism, philosophies, values and intentions of the Sheriff's Department by assuring that all rules and regulations are followed.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County policies and procedures.
- Knowledge of functions, procedures, and policies of the Sheriff's Department.
- Knowledge of laws and regulations governing the release of information from law enforcement agency records.
- Knowledge of policies and access procedures for National Crime Information Center (NCIC), Wyoming Criminal Justice Information Network (WCJIN), and National Law Enforcement Telecommunications System (NLETS).
- Knowledge of the principles of record keeping and records management.
  
- Skill in reading, understanding, and applying relevant county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, and other governing regulations.
- Skill in public relations and customer service.
- Skill in reviewing documents and extracting relevant information.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

High school diploma or GED equivalent, AND two (2) year's criminal warrants and law enforcement records processing experience, preferably in Laramie County; OR equivalent combination of education, training and experience. Must pass a thorough background investigation; must obtain and maintain NCIC / WCJIN / NLETS security certifications including the Wyoming Department of Criminal Investigations.