



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Warrant Entry Clerk	FLSA:	Non-Exempt
DEPARTMENT:	Sheriff	REVISED:	

Summary: Under general supervision, performs a variety of administrative duties in the processing 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.)*

- Updates automated and manual criminal warrants and records tracking systems according to policy and procedures.
- Creates and maintains criminal warrants files; validates information according to policy and procedures.
- 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; enters information into computer system, creates files and 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.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of basic functions, procedures, and policies of the Sheriff's Department.
- Knowledge of basic laws and regulations governing the release of information from law enforcement agency records.
- Knowledge of 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 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 one (1) year of 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.