



JOB DESCRIPTION

Civilian Court Officer

Date Prepared: March 2014

Job Class: 4125

SUMMARY: Under basic supervision, provides clerical and technical assistance to Vernon Police Department (VPD) Officers; prepares and maintains files of citations and other legal documents, coordinates with courts to manage evidence and procedures, performs duties associated with the maintenance and operations of a Temporary holding Jail Facility, and maintains records on evidence and found property.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs clerical and technical duties for the VPD, including data entry, record keeping, records research, and preparing and processing documents; performs duties in accordance with VPD policy and procedures, and within scope of authority.
- Prepares and files citations and violations with the District Attorney's Office.
- Maintains records of court documents.
- Provides liaison services between courts on handling of evidence and case management issues.
- Receives, organizes, secures, and maintains records on evidence and found property for the VPD; transports evidence and property as directed.
- Processes citations and police reports, and assists Officers with technical and legal documents.
- Assures that security protocols are followed, and all reports and paperwork are completed in a timely manner; updates, corrects, retrieves, and releases information according to procedures; reviews and releases edited VPD records information.
- Maintains the integrity, professionalism, values, and goals of the Vernon Police Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs associated duties of jail operations including booking of inmates, releasing of inmates, inmate transportation to and from court facilities and preparing inmates and related booking records for court appearances.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND two years of clerical and computer experience.

Knowledge of:

- City and VPD policies and procedures.
- Policies, rules and regulations governing the conduct and safety of police records programs.
- Principles and practices of confidential records management, and file maintenance.
- Business computers, and standard and specialized software applications.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Must maintain certification with the Standards and Training for Corrections (STC) program.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.