

JOB DESCRIPTION

WARRANT OFFICER

This is a responsible position with emphasis on providing support to the Hollywood Park Municipal Court by serving and clearing outstanding misdemeanor warrants. Work is performed under minimal supervision in accordance with the standardized training methods as set forth through the Texas Commission on Law Enforcement. Contracted work is performed under the limited supervision of the City Secretary.

Essential Duties:

The intent of this job description is to provide a representative summary of major duties and responsibilities performed by the incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Locates and serves persons with arrest warrants and various misdemeanor writs issued by the Hollywood Park Municipal Court and informs violator of past due citation(s). Arrests violator according to established procedures.
- Maintain accurate records and keep city materials, reports, and documentation confidential as provided by policy and law.
- Serves subpoenas, warrants, orders of arrest, and other official Court papers as required.
- Communicates with the public, suspects, Town employees, management, public officials, and personnel from various agencies to verify or obtain information as required.
- Operates a variety of standard office equipment such as: personal computer (PC), copy machine, etc., and enters data into a PC to update, maintain, retrieve, and locate information on wanted subjects and check entered warrants.
- Collects fines/fees due to the Hollywood Park Municipal Court and maintains accurate cash collections records.

Knowledge, Skills, & Abilities:

- Skill in the use of firearms and the operation of motor vehicles.
- Ability to solve problems within the scope of responsibility.
- Ability to deal courteously but firmly with the public.
- Useful knowledge of jurisdiction operating procedures, Texas Transportation Code, Town of Hollywood Park ordinances and Hollywood Park Police Department operating procedures.
- Establish and maintain effective working relationships.

Education, Training, & Experience:

- High school diploma or GED equivalent.
- Minimum age requirement – 21 years of age.
- Basic peace officer training meeting the minimum standards set forth by the Texas Commission on Law Enforcement.
- Prior experience as a certified peace officer and a warrant officer preferred.

Special Requirements, Licenses, & Certifications:

- Peace officer license issued by the Texas Commission on Law Enforcement.
- In-depth background investigation as required by the Texas Commission on Law Enforcement.
- Physical examination and psychological screening (if not currently commissioned and/or over 180 days since last commission).
- Current drug screening.
- Valid Texas Motor Vehicle Operator's License with no restrictions other than "A".
- No tattoos that violate the Hollywood Park Police Department Standard Operating Procedures (Visible tattoos must be covered by uniform or flesh colored sleeves must be worn to cancel any arm or visible tattoos while in uniform).

Physical Demands:

- Must possess mobility to work in a standard office setting using standard office equipment, including a computer.
- Mobility to operate various police vehicles, and operate police equipment, including a computer, radio, and camera.
- Mobility, physical strength, and stamina required to respond to emergency situations.
- Work regularly requires speaking or hearing, using hands to finger, handle, or feel, and reaching with hands and arms; frequently requires standing, walking, repetitive motions, sitting, driving, and occasionally may require climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging information by means of spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications, and/or to make fine distinctions in sound.