

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: COURT LIAISON COORDINATOR (Job Code 269).

GENERAL STATEMENT OF JOB

The duties of this civilian position include handling of all paperwork associated with filing police arrest cases and uniform traffic citations for prosecution, and the coordination of an officer's court appearances. Incumbents in this classification have complete responsibility for coordinating the timely filing of police arrest cases with the State Attorney's Office, accounting for and delivering uniform traffic citations to the respective satellite court and accepting, recording, and distributing subpoenas for an officer's appearance in court. Work includes maintaining a cooperative relationship with police records division and a variety of employees within the various State Attorney's Offices. Although procedures are well defined and must be strictly followed, reasonable initiative and independent judgment are required. Work is performed under direct supervision of a superior officer and is reviewed through observation, conferences, and periodic inspections of records maintained.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Records and delivers uniform traffic citations to the appropriate satellite court.

Generates a monthly report of citations returned by the court for incorrect information.

Accepts, records, and distributes subpoenas for officers' appearances in court.

Keeps logs and accounts for officers' court-related overtime.

Maintains a log of officers' non-availability for court appearance resulting from illness, vacation, or other approved time off, and notifies the court in a timely manner of an officer's absence.

Demonstrates familiarization with the various police and related reports needed for the preparation of case files.

Submits all required files to the appropriate State Attorney's Office for prosecution in a timely manner.

Transports evidence to and from various testing laboratories when required to assist and supplement the Evidence Technician.

Transports bond monies to the appropriate courts.

Operates a motor vehicle to perform essential functions.

Assists and/or supplements the Evidence Technician to perform assigned duties.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by a minimum of two (2) years of full time work experience in a law enforcement or military organization, and two (2) years of full time work experience in clerical duties and/or office duties, and demonstrable competency with a variety of computer software applications. Must possess and maintain a Class "E" State of Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and police operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the proper policies and procedures for assembling police case files.

Knowledge of modern office practices and procedures.

Knowledge of Florida criminal and traffic statutes.

Knowledge of department orders and procedures for property/evidence.

Ability to maintain confidentiality, prioritize work assignments, and work independently.

Ability to communicate effectively with a variety of groups of people.

Ability to compile and maintain accurate records.

Ability to operate a City motor vehicle skillfully and safely.

Ability to understand verbal and written instructions, and to perform and complete work assignments correctly.

Ability to establish and maintain effective working relationships with officers, other employees, and the general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date