

CITY OF COVINA
COURT OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, reviews and processes department crime, service and arrest reports; prepares and files criminal complaints with the District Attorney's Office; assists in the transport of prisoners to court; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Court Officer** is the journey level class responsible for serving as a liaison between the Department and the courts and court related agencies. This classification is distinguished from the next higher classification of Police Officer in that the latter is a sworn position responsible for the performance of more complex and technical law enforcement duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant. Incumbents in this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reviews and processes department crime, service and arrest reports; prepares, presents and files criminal complaints with the District Attorney's Office; reviews cases and transfers felony and serious misdemeanor reports to the Detective Division; reviews the remainder for legal sufficiency and files charges in the name of the City of Covina with the Citrus District Court.
- Reviews daily prisoner roster for cases requiring immediate disposition; assists in the transport of misdemeanor prisoners to court or makes transportation arrangements; administers the subpoena serving system; may be required to testify in court on work related matters; ensures adherence to safe work methods, procedures and practices.
- Maintains personal liaison with the Citrus Court, Department of Justice, Los Angeles County Sheriff, District Attorney and related law enforcement agencies; attends meetings with other law enforcement and judicial agencies; maintains officer court files.
- Responds to questions and concerns from the general public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, documents and equipment weighing up to 25 pounds also is required. Incumbents may work outdoors in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Court Officer**. A typical way of obtaining the required qualifications is to possess the equivalent of two years experience in an administrative, technical, law enforcement or para-legal capacity, and a high school diploma or equivalent. One year of college level course work in criminal justice or a related field, and experience in a law enforcement setting is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California drivers license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern office administrative practices and procedures; District Attorney's office criminal filing procedures; crime, service and arrest reports; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform a variety of complex criminal case filing work; transport misdemeanor prisoners; learn the functions of a municipal police department; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral

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directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.