

SUBPOENA CLERK

DEFINITION

Under close supervision, processes and disburses subpoenas to Police Officers and civilians.

ESSENTIAL FUNCTIONS

(Essential functions, 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). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Receives, inputs and processes subpoenas into the computer system for the Police Department; issues or delivers processes subpoenas to upper management or supervisor of Officer being subpoenaed; acts as a liaison between the court system and the Officers; delivers subpoenas to court or attorney's office for proof or service by Officer; picks up cases, probable cause declarations, citations and other records in courthouse to deliver or route to other bureau's to be filed.

Tracks and schedules Officers working overtime for special events; provides customer service, answers telephones and responds to inquiries regarding subpoenas or overtime for Officers; supplies and schedules Officers for special event detail.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of subpoena methods and procedures
Knowledgeable of payroll overtime laws and regulations
Knowledgeable of customer service techniques and concepts
Skilled in providing and following oral and written communication
Skilled in establishing and maintaining effective working relationships
Ability to perform essential duties with expertise and professionalism
Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environment. Work may require frequent standing, walking, bending and lifting up to 20 pounds. May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and moving traffic.

QUALIFICATIONS

A high school diploma or equivalent, **AND** two (2) years clerical court experience or providing customer service **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.