

City of Fort Worth, Texas Job Description

Classification Title	Warrant and Identification Technician		
Job Code:	PS5220	Job Family:	Public Safety
Pay Grade	504	Date Reviewed:	07/07/2015
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Receives and processes incoming Warrants, Search Warrants, Emergency Protective Orders and etc. Classifies and maintains various identification records and files. Researches identification records and provides information to law enforcement personnel.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

1. Receives and processes Cancel Warrants, Search Warrants, Emergency Protective Orders, Protective Orders and Child Safety Alerts.
2. Compares fingerprints with current identification information. Confirms identity of returning criminal or classify prints of new criminals.
3. Searches files for prior criminal records, case histories, aliases and fingerprint information. Creates new arrest files.
4. Provides criminal information including photos, fingerprints, and various other identification information to law enforcement personnel. Performs criminal background checks for the general public. Issues clearance letters as appropriate.
5. Performs fingerprinting duties of the general public for concealed handgun licenses, immigration, employment and liquor license purposes.
6. Processes misdemeanor and felony warrants for arrest. Sends criminal records and mug photo to Police Information Center for further processing.
7. Confirms and/or cancels misdemeanor and felony warrants from computer database. Corrects any problems in files.
8. Maintains daily activity log for monthly statistics.
9. Performs a variety of general clerical duties including answering the telephone, making copies, faxing documents and processing mail.
10. Testifies in court as an expert witness.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Methods and techniques of fingerprinting and fingerprint identification.
 - Methods and techniques used to conduct criminal background checks.
 - Modern office procedures, methods and equipment including computers.
 - Principles and procedures of record keeping.
 - Public Information Act.
 - Basic fingerprint pattern identification.
 - Tiburon System (Police reporting system).
 - TLETS (Texas Law Enforcement Telecommunications System).
 - NCIC/TCIC (National Crime Information Center/Texas Crime Information Center),
 - EPO's (Emergency Protective Orders).
- **Skill in:**
 - Planning and prioritizing.
 - Observation and decision-making.
 - Organization and time management.
 - Computer based data research.
 - Customer service and interpersonal.
- **Ability to:**
 - Perform procedures involved in classifying and maintaining various identification records.
 - Search files for various criminal histories.
 - Interpret and enforce applicable regulations governing the release of criminal records.
 - Perform fingerprinting duties.
 - Respond to requests and inquiries from the general public.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

High School diploma/GED and two years of increasingly responsible clerical or records maintenance experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.