

COURT LIAISON OFFICER

Definition:

Under general direction performs a variety of responsible, sensitive, non-sworn specialized and clerical tasks; relieves sworn staff of duties related to the filing of criminal cases; provides staff support; registers criminal sex offenders; processes applicants for specialized licensing/permits and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Reviews misdemeanor and felony case paperwork for accuracy and completion.

Presents/files felony and misdemeanor cases with the District Attorney's Office and responds to related questions.

Responds to court/discovery requests on pending criminal cases; assembles and duplicates requested items to include video and audio tapes of crime scenes/interviews, 911 tapes and related evidence.

Receives criminal complaints from the District Attorney's Office and distributes same to sworn staff.

Registers resident and transient criminal sex offenders for compliance with State of California mandates to include interviewing, fingerprinting and photographing offenders.

Maintains records of sex offenders living in Fullerton and maintains related manual files and computer databases for tracking purposes and reports.

Processes individuals and businesses into the City's Police Permit Program to include massage technicians, exotic dancers and owners/managers of second hand shops, pawn shops, live entertainment venues and gun shops.

Maintains the mobile audiovisual tape system of the Police Department to include tape storage, database inclusion, erasure and recycling.

Operates personal computer and standard office machines and uses applicable software to produce a variety of correspondence, memoranda, reports and other materials.

Composes correspondence and prepares reports and other documents independently.

Oversees tests as required for massage technicians; grades tests and maintains resulting information.

Interviews witnesses and crime victims regarding pending criminal cases and testifies in court as needed.

Performs a variety of other sensitive duties and specialized clerical tasks related to the Detective Division and domestic violence cases.

Operates a variety of cameras and tape duplication equipment.

Lifts and carries boxes of tapes, records and other items weighting 30 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Directs the work of Police Cadets as assigned.

Class Characteristics:

Court Liaison Officer is a non-sworn, single incumbent class in the Police Department with duties related to court/district attorney support, the registration of criminal sex offenders and applicant processing for specialized licensing/permits. Assigned tasks are performed with minimal direction/supervision and require independent judgment and initiative.

Contacts and Relationships:

The Court Liaison Officer establishes and maintains contact with other Police Department staff and court system staff. Additional contact occurs with business owners, the public, criminal sex offenders, witnesses and victims.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Applicable sections of State and local codes.

English usage, spelling, grammar and punctuation.

Report and memo writing.

Interviewing and telephone techniques.

Evidence handling procedures and related safety precautions.

Computerized and manual recordkeeping procedures.

Computer applications as they relate to area assigned.

Basic math.

AND

Ability to:

Interpret and apply department operating policies, methods, rules and regulations.

Interpret and apply Fullerton Municipal Code and applicable State codes and regulations.

Learn data retrieval techniques for the Department of Justice and Megan's Law databases.

Understand and carry out oral and written instructions.

Work under limited supervision and use independent judgment

Operate equipment as assigned to include cameras and audiovisual equipment.

Use good judgment and make sound decisions in accordance with established policies and procedures.

Maintain the integrity of written, audio tape and other evidence.

Communicate effectively orally and in writing.

Prepare reports and other written material.

Meet with the public with courtesy and tact.

Maintain the confidentiality of sensitive law enforcement related information.

Establish and maintain effective relationships with those contacted in the course of work.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree from an accredited college in criminal justice or a closely related field.

AND

Experience:

Two years of experience as a Police Community Service Officer or other related Police Department position with the City of Fullerton or other municipality similar in size.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

Successful passage of a Police Department pre-employment screening process.

Possession of, or ability to obtain within six months of appointment, certification as a California Law Enforcement Telecommunications System database user and recertification as required.

Possession of, or ability to obtain within six months of appointment, certification as a National Crime Information Center database user as recertification as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office or court system environment and requires sitting or standing for periods of time and the use of a computer and screen. The incumbent drives a vehicle on City business and may kneel, crouch, twist, climb a ladder or step stool, bend, reach, grasp, push, pull, drag and lift boxes of tapes, records and other items weighing 30 pounds or less and may be exposed to the related health hazards of evidence handling and face-to-face contact/fingerprinting of transient criminal sex offenders. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established: May 2003