Mercer County PENNSYLVANIA

Job Description

Department:	District Attorney's Office
Position Title:	Warrant Specialist
Pay Classification:	P&A 4 (Entry $20.00/hr.)
Reports To:	District Attorney and Director

Position Summary:
District Attorney's Warrant Specialist will work within the District Attorney's Office, where they will be responsible for creating files, preparing criminal history rap sheets, handling bench warrants, managing extraditions, processing summary appeals, and performing various other duties. This position requires cross-training in the Juvenile program. These roles are essential to initiating the prosecution of criminals and involve communication with law enforcement agencies nationwide.

Major Duties & Responsibilities:

- Work with all branches of County Government and other government agencies to gather information necessary to create files.
- Run, review, and disseminate criminal history rap sheets and certified driver's records.
- Process files for preliminary hearings by opening, updating PMS both before and after, assigning attorneys, and scheduling on the calendar.
- Manage bench warrants by verifying fugitives' identity, determining extradition parameters, verifying the status of the warrant for outside law enforcement agencies, and vacating when located.
- Initiate forms for Governor's Warrants, IAD's and detainers for bench warrants, and follow through until the defendant is returned to the County for prosecution.
- Monitor IAD's so the defendant can be returned to the "lending" state.
- Manage summary appeals, assign attorneys, prepare/send notices and subpoenas, coordinate availability of officers and defense attorneys, and notify of dispositions.

- Prepare monthly validations report to PSP Clean, a listing of warrants that must be checked in PMS as well as CPCMS and verified as “active” or “cancelled” through PSP Clean via JNET.
- Process vacates of bench warrants via 911 and provides files to attorneys.
- General office duties
- JNET-JTAC Officer
- FBI verification forms
- NCIC CLEAN certified
- CLEAR certified
- Summary Appeal Coordinator
- Fugitive Case Coordinator

Job Requirements:

- High level of understanding of Pennsylvania Crimes Code and Vehicle Code, as well as the Criminal Justice System.
- High level of ability to scrutinize teletypes/hit confirmations from the 911 center to determine extradition parameters of fugitives.
- Must be able to comprehend circumstances/criteria for legal documents, and be able to prepare transport orders, continuance requests, dismissals, destruction orders, application forms for Governor Warrants, IAD’s (Interstate Agreement on Detainers), as well as others for attorney signatures.
- Ability to speak calmly and confidently to convey information to victims, witnesses, police officers, defense attorneys, and others in person, and on the phone, who may be emotional and/or adversarial.
- Ability to work effectively and efficiently under strict legal time constraints.
- Technical knowledge of personal computer operations, including Microsoft Word, Excel, Windows, and the ability to learn software such as CPCMS, INFOCON, and JNET.
- Multitasking – able to deal with many time-sensitive issues at one time.
- Ability to work in a professional and confidential environment.
- Ability to comprehend a variety of documents, including case files, criminal records, driving records, police reports, criminal complaints, lab reports, along with others.
- Ability to analyze information for appropriate action and resolution of case-specific situations.
- Ability to interview and elicit information from individuals in a non-threatening, calm, and authoritative manner.
- Ability to work independently.
- Ability to handle incoming calls and door inquiries and ascertain the proper person to best assist the individual.

Minimum Education and/or Experience Required:

- High school diploma, and a minimum of 5 years' experience working in the legal system or an office environment, preferably in a law office.
- Ability to pass and maintain JNET Certification.

To Apply:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17
Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position Will Be Posted Until Filled.