## **COURT LIAISON**

#### **DEFINITION**

Under general direction to perform various duties not requiring police arrest powers in providing Police Department services. This position performs specialized clerical and technical work related to the preparation and presentation of a variety of documents to various courts, delivering subpoenas, arranging for transportation of in-custody inmates throughout the State of California, and to perform related work as required.

### **EXAMPLES OF DUTIES**

Performs specialized clerical tasks; prepares all citations for court; retrieves and handles bail money in accordance with department policy; advises investigators of all incustody cases for jail transportation; prepares court cases for filing to the district attorney; logs cases for filing; serves subpoenas; processes discovery motions; retrieves filed cases from District Attorney's office; prepares correspondence regarding inmates in State prisons; arranges for transportation of in-custody inmates throughout California; prepares trial declarations by officers; prepares bonds and warrants for court; maintains vacation and injured officer list for subpoena and court control; prepares monthly statistical report of activities.

### SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Ability to work a 40-hour work week which may include some night, weekend and holiday duty.

#### **EMPLOYMENT STANDARDS**

Knowledge of:

 Modern office procedures, methods and equipment including but not limited to computers and typewriters.

#### **COURT LIAISON**

# **EMPLOYMENT STANDARDS (cont.)**

- Basic account record keeping.
- Principles and practices of basic report preparation.
- Modern law enforcement methods and procedures.
- The proper preparation and presentation of various cases and or documents to different courts.
- Criminal law with particular reference to any sections that apply to statutory time requirements for in-custody prisoners.

and

## Ability to:

- Communicate effectively orally and in writing.
- Compile, maintain, process and prepare a variety of reports and documents quickly and accurately.
- Effectively represent the Department with concerned individuals, various courts and other governmental agencies.
- Serve subpoenas.
- Establish and maintain cooperative working relationships.
- Understand and follow verbal and written directions.
- Maintain confidentiality of police matters.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable, supplemented by college course work from an accredited college or university in criminal justice.

Work Background: One year of responsible experience related to law enforcement office procedures, which may include criminal case filing procedures.

November 1996 (Res #96-131)