

Title: Court Liaison
PG: 33
Status: Civil Service
Position Reports to: CO/CID
Department: Police

Class Code: 6081
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible and varied secretarial work involving the performance of delegated administrative details. Work requires the exercise of considerable initiative, independent judgement and discretion in screening calls, visitors and mail; answering and disposing of requests for information; and in general public relations activities. Supervision or coordination functions may be exercised over lower level clerical workers. New assignments and changes in policies and procedures are received in general outline and employees are expected to proceed with minimum supervision; however, advice and assistance are normally available. Work is reviewed for the achievement of desired results and adherence to established policies and procedures.

ESSENTIAL FUNCTIONS:

1. Maintains appointment schedules; screens and refers callers; provides detailed responses to information requests about programs and activities; make travel arrangements.
2. Acts as liaison to State Attorney, Public Defender, private attorneys and the Tenth Judicial Circuit personnel concerning matters relating to the scheduling of hearings, depositions, conferences, etc.
3. Prepares correspondence in accordance with established policies and procedures; types a variety of materials, including administrative and public reports for reproduction and distribution; prepares complex work sheets and tables; makes various mathematical computations.
4. Participates in preparing budgets and maintains budget accounts; establishes and maintains complex filing systems; plans and maintains an adequate supply of office materials and supplies; relays complex and important instructions and messages.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of modern office and secretarial practices, procedures, systems and equipment.
2. Thorough knowledge of business English, spelling, arithmetic and vocabulary.
3. Thorough knowledge of the criminal justice system, especially within Polk County.
4. Knowledge of general city operations and organization.
5. Skill in the operation of typewriters, computers and other standard office equipment.
6. Ability to make moderately complex decisions in accordance with established policies and procedures.
7. Ability to compose correspondence on routine matters and to perform routine office management tasks.
8. Ability to maintain professional, effective relationships with other employees, other law enforcement and criminal justice agencies and the general public and to deal with public relations problems courteously and tactfully.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent including or supplemented by courses in secretarial skills.
2. Four (4) years of experience in performing secretarial duties.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.