CLASS TITLE: Warrant and Extradition Aide

CHARACTERISTICS OF THE CLASS: Under general supervision, processes warrants and extradition cases in the Chicago Police Department; and performs related duties as required.

ESSENTIAL DUTIES: Makes computer inquiries to verify warrant information for the Chicago Police Department and other agencies by use of a remote terminal; responds to warrant related inquires to provide police personnel with needed information by use of files, telephone, teletype and correspondence; files documents to maintain an alpha-numeric data base by physically placing documents in file cabinets; types a variety of documents to prepare them for court and other agencies by use of a typewriter/personal computer; researches information contained on documents to validate or verify its authenticity by making computer and hard file checks.

RELATED DUTIES: Assists Extradition Officer in clerical and communications functions to expedite the extradition process by typing and researching documents and retrieving information from files.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible experience in law enforcement, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the criminal justice system. Considerable knowledge of extradition procedures. Good knowledge of effective interviewing techniques.

Ability to communicate effectively both orally and in writing. Ability to operate a computer terminal. Ability to exercise good judgment. Ability to type.

Working skill in operating a computer terminal.

Physical Requirements. Must be able to occasionally lift and carry up to 35 lbs. Requires frequent physical movement in standing, walking, alternately sitting and standing and bending and continuous physical dexterity in the use of fingers, limbs, feet and body.

Working Conditions. General Office or equivalent environment.
CLASS TITLE: Warrant and Extradition Aide Cont'd

Equipment. Telephone, typewriter, word processor, remote terminal and FAX machine.

NOTE: While list of essential functions is intended to be as inclusive as possible, there may be other functions which are essential to particular functions within the class.

September, 1992