



Code: 9197
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty Series

CLASS TITLE: WARRANT AND EXTRADITION AIDE

CHARACTERISTICS OF THE CLASS

Under general supervision, performs specialized functions in support of extradition, central warrant, and Hotdesk/Law Enforcement Agency Database System (LEADS) units within the Chicago Police Department, and performs related duties as required.

ESSENTIAL DUTIES

- Receives, logs, and tracks requests for warrant, court information, and the extradition process from sworn department personnel and other local and federal law enforcement and correctional agencies
- Accesses, verifies, and provides warrant and court information by researching computerized law enforcement systems (e.g., Hotdesk database, LEADS, CLEAR, Cook County Clerk System), hard files, and/or correspondence
- Prepares LEADS communication with external law enforcement agencies (e.g., local, state, federal) to request, obtain, and send information on warrants and other crime related information
- Assists Extradition Officer with all court documentation to expedite the extradition process by typing and researching documents and retrieving information from database and hard files
- Forwards LEADS messages from all local, state, and federal agencies to the appropriate area within the Chicago Police department for further direction or response
- Ensures all LEADS requests for information are responded to and adhere to mandated response time as well as law enforcement protocols and standards
- Processes warrants (e.g., criminal, traffic, juvenile, governor's, contempt of court, child support, and county) and other investigative alerts
- Arranges arrestee pick-up locations with Chicago Police Department Bureau of Detectives and other outside agencies
- Researches information contained on electronic or physical documents to validate or verify its authenticity for Chicago Police Department staff and other law enforcement agencies by conducting computer and hard file checks
- Notifies districts of arrests when a person in their custody has been identified as having a warrant after conducting a name check
- Cancels and voids LEADS numbers, including creating add-ons and new entries
- Communicates with Police agencies and provides information on behalf of the Chicago Police Department, including information on the location of arrested individuals, for information purposes
- Files and maintains computerized and manual files of documents
- Searches computer files for state and federal criminal history reports requested by department staff and other law enforcement agencies, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of experience in a court, law enforcement, or legal environment performing administrative and/or clerical functions, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications

- LEADS certification is required prior to completion of probation

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- Moderate lifting (up to 35 pounds) is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- office methods, procedures, and techniques
- protocols and procedures for processing, accessing and disseminating warrant information
- applicable law enforcement databases (e.g., LEADS, Hotdesk)
- general processes and principles used in law enforcement agencies

Some knowledge of:

- applicable City ordinances, policies, procedures, rules, regulations, and codes

Skills

- ACTIVE LISTENING – Understand the implications of new information for both current and future problem-solving and decision making
- ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas

presented in writing

- WRITE - Communicate information and ideas in writing so others will understand
 - ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
 - REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
December, 2017
December, 2021