



THE CITY OF LA HABRA IS CURRENTLY ACCEPTING APPLICATIONS FOR

COURT LIAISON (Range P19)

\$3,860/mo. - \$5,156/mo. (\$22.274/hr. - \$29.747/hr.)

The City of La Habra is conducting a recruitment to fill a full-time position and to establish an eligibility list for future openings for Court Liaison.

ABOUT THE DEPARTMENT:

Since 1925, the La Habra Police Department has been dedicated to providing the residents of this community with a safe environment in which to live and work. This commitment to service is a tradition upheld by the men and women who serve La Habra and is reflected in all aspects of the department's day-to-day operations.

In addition to the regular duties of traffic and law enforcement, the La Habra Police Department strives to assess the needs of the City and, working in partnership with area residents, successfully address those concerns. Since law enforcement and public safety are a citywide concern, we actively seek the involvement of community members in all aspects of policing and welcome their participation.

ABOUT THE POSITION:

Under general direction, the Court Liaison is a civilian (non-sworn) position that collects and prepares criminal cases for filings with the District Attorney's Office; responds to questions from attorneys related to cases; reviews police reports for legal issues, accuracy, and completeness; and performs a variety of administrative duties to the Police Department relating to police reports, evidence requests, correspondences, equipment and supplies, field office assistance, and court system; The Court Liaison is assigned to the Records Division and may have records related duties in addition to their court related responsibilities; and performs other related duties as required.

ESSENTIAL FUNCTIONS: *(Duties may include, but are not limited to the following):*

- Collect and prepare criminal cases for presentation to the District Attorney's Office for prosecution filing; ensure adherence to in-custody time restrictions.
- Interact with District Attorney's Office to brief them on cases, answer questions, obtain materials or evidence, and/or handle special requests; pick-up and deliver materials and items to various agencies as necessary.
- Accept subpoenas, summons and other legal documents on behalf of La Habra Police Department.
- Log, maintain and distribute documents.
- Review a variety of police reports for legal issues, accuracy, and completeness; take appropriate action to correct problems; initiate follow-up as needed.
- Accept service of process and comply with subpoena duces tecum and discovery orders.

- Enter and monitor status of subpoenas including, but not limited to, criminal court, federal court, traffic court, Department of Motor Vehicles and civil cases in electronic subpoena system.
- Communicate with various court staff to gather dispositions on preliminary hearings and court trails. Track cancellations, continuances, pleas and changes made by the court regarding the status of employees' appearances.
- Communicate with the District Attorney's and City Attorney's Offices regarding officer(s) status.
- Monitors, tracks and assures employees are complaint with subpoenas or court orders, and then communicates missed court appearances, lateness, and other complaints from the court, District Attorney, City Attorney, or private law firm to the supervisor.
- Enter and monitor police personnel payroll information as it relates to overtime court appearances, to ensure entries are based upon the applicable Memoranda of Understanding.
- Assist employees, attorneys, witnesses, other agencies, victims and the court in person and on the telephone by answering routine questions regarding the status of a variety of court cases, appearances, continuation dates and information regarding sentencing.
- Develop and maintain a variety of files and recordkeeping systems. Compile various narrative and statistical reports regarding court related issues.
- Attend division briefings to listen to questions and concerns regarding District Attorney filing procedures or case status and respond to questions as necessary.
- Log information on daily court appearance list. Review and retrieve information from daily logs.
- Coordinate and process witness fee refund warrants when court appearance for police personnel are not required.
- Serve as liaison between the Police Department and other law enforcement, judicial and corrections agencies regarding police personnel court appearances and procedures.
- Performs other related duties as required.

QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Modern office procedures and practices.
- Organizational structure of the Police Department.
- Departmental recordkeeping practices.
- Proper English grammar, spelling, and punctuation for the purpose of completing various police reports.
- Effective customer service techniques.

SKILL AND ABILITY TO:

- Learn, understand, and apply laws, ordinances, department policies and procedures.
- Learn, and understand basic rules of criminal and civil procedures.
- Learn, and understand law enforcement functions including patrol and investigation practices.
- Understand and carry out oral and written instructions.
- Read and write English using proper spelling and grammar.
- Communicate clearly and concisely, both orally and in writing.

- Work well in the disciplined atmosphere of the Police Department and maintain high ethical standards.
- Accept supervisory authority, understand, and follow oral and written instructions.
- Maintain professionalism, courtesy, and composure at all times, including emergency and high-stress situations.
- Operate standard office equipment, including a personal computer and related word processing, spreadsheet, and database software.
- Work independently.
- Learn standard broadcasting procedures of a police radio system.
- Interview and document information for court presentation.
- Establish and maintain effective working relationships with co-workers, the general public, and others encountered in the course of work.

EDUCATION/TRAINING/EXPERIENCE REQUIREMENTS:

Graduation from high school or General Education Diploma (GED) and two years of increasingly responsible administrative support experience in a law enforcement agency.

LICENSE REQUIREMENTS:

Must possess and maintain a valid California Class C driver's license and proof of automotive insurance coverage.

ABILITY TO LEARN:

Laws of arrest and relevant local, state and other laws and regulations; standard police broadcast procedures, operating policies and Department procedures; effective operation of computer terminal.

PHYSICAL AND MENTAL DEMANDS/WORK ENVIRONMENT:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: Work is performed indoors in a front counter or office environment and outdoors with full exposure to the elements. While performing the duties of this class, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms above and below shoulder level. The employee may climb ladders, or steps, carry police safety gear; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Sensory demands include talking, hearing, and using smell. Employees are expected to grasp and carry various tools, and lift, carry, move equipment, and push, pull or carry objects weighing up to 50 pounds or more.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; ability to adjust focus, and sufficient hand/eye coordination to perform semi-skilled repetitive movements including typing.

Hearing: Hear in the normal audio range with or without correction at normal conversational levels in person and over the telephone.

MENTAL DEMANDS: While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; and interacts appropriately with law enforcement personnel, general public, and others in the course of work.

WORK ENVIRONMENT: Employees typically wear uniforms but are unarmed. Work includes either inside and/or outside work; may include extended sitting, exposure to variable weather, physical confrontation and verbal abuse as well as exposure to chemicals obtained as evidence; performs physical searches of criminal suspects; may be subject to evening, weekend, holiday shifts, and rotational assignments and work varying schedules which may include eight- or ten-hour shifts.

SPECIAL CONDITIONS:

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all La Habra city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

SPECIAL REQUIREMENTS:

Requires ability and willingness to work rotation of days, swings, and graveyard shifts, including holidays and weekends.

INTERESTED IN APPLYING?

To be considered for this amazing opportunity, applicants must file a concise and complete City application regarding their qualifications for the position online through the Human Resources Department webpage at www.governmentjobs.com/careers/lahabraca prior to **XXXXXXXXXXXXXXXXXX by 5:30 p.m.** Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position. The City will not accept faxes or resumes in lieu of a City application form. All applications will be screened. Applicants deemed best qualified will be invited for an oral interview. Final candidates must successfully complete an extensive background, polygraph, medical/drug screening examination, employment history verification, DMV check and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.
Any provision herein may be modified or revoked.***