



JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals regardless of race, color, religion, sex, age or national origin.

Today's Date: Thursday, September 14, 2023

Listing should be removed after: 5:00 p.m. Thursday, September 21, 2023

The following department has a vacancy for qualified employees in the following position:

Class Specification: Warrant/Collections Officer

Salary: \$15.50-\$18.50 per hr

Location/Department: Justice Court

Obtain and Application Report To: Harrison County Human Resources

Summary: See Attached

Job Duties and Responsibilities: See Attached

Qualifications/Experience: See Attached

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ALL APPLICATIONS MUST BE RECEIVED IN THE PERSONNEL  
DEPARTMENT NO LATER THAN 5:00 P.M.

E.O.E. and A.D.A.

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## **HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION**

**JOB TITLE:** Warrant/ Collections Officer

**DEPARTMENT:** Justice Court

**FLSA:** Non-Exempt

**REPORTS TO:** Justice Court Clerk

**POSITION CODE:** 8810

**MAINTENANANCE REVIEW DATE:** September 14, 2023

**CLOSING DATE:** September 21, 2023

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any Li me. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others. working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**MAJOR JOB RESPONSIBILITIES:** The following are intended only as illustrations of the various duties assigned to this classification. The absence of specific statements of duties does not exclude those tasks from the position of the work if similar or a logical assignment of the position;

- Generate daily jail population list, matches names with outstanding warrants, old fines, and probationers. When a delinquent defendant account is identified, officer may generate a warrant and present the same to the Judge for review. If signed by the Judge, the officer will fax them to the jail to be served. Officer will gather information on potential probation violations, making notations in the court system and deliver the information to the appropriate court clerk, probation officer and prosecutor.
- Ensure the status of all warrants that are served by HCSD are properly updated in the court system.
- Monitor payment plans ordered by the Court. Interview and complete an information sheet to help assist in collection efforts, if necessary. Explains what can happen if the defendant fails to complete the conditions of the sentence the Court ordered. Ensure payment plans are setup correctly in the database. Discuss delinquent collection options with the Judge and take any actions the Judge so Orders.

- Review daily dockets to determine if a current defendant has an outstanding warrant or owes old fines. If either is identified, the appropriate action is taken.
- Obtain Pre-Trial information vital to the prosecutor, such as previous arrests, outstanding charges, probation violations, driving history, etc.
- Personally deliver or mail fifteen (15) day failure to comply letters to defendants that are delinquent on payment of fines.
- Personally deliver warrants or other process issued by the Court to persons at their homes or places of business.
- On standby for anyone coming to the Clerks counter that has an active warrant. Clerks will advise and the Warrant Officer will take the defendant in custody. Warrant Officer will discuss with the Judge to determine how and if the defendant will be released. If the defendant can bond from Court, this eliminates the need for the Sheriff's office to transport and they are not booked in the jail. In the case of a Felony Warrant, the defendant is taken into custody and the Sheriff's office transports to the jail for booking.
- Assist in providing courtroom and building security by responding to unruly incidents at the request of Judges, Security Guards or Harrison County personnel.
- Assist other Courts or law enforcement agencies with information in reference to suspects and in serving their outstanding warrants.
- May assist in serving civil process, such as protective order when the Respondent appears in Court
- Gives directions and provides other information to public.

**PERFORMANCE STANDARDS:**

- Skill in problem solving
- Ability to explain and interpret policies and procedures affecting the serving of Court documents
- Ability to work with the public
- Ability to communicate effectively, both orally and in writing
- Ability to maintain accurate records and write detailed reports
- Ability to effectively schedule and distribute work loads
- Ability to establish and maintain effective working relationships
- Knowledge of the kinds of writs and warrants issued by the court
- Knowledge of safety rules and regulations

- Knowledge of courtroom practices and procedures
- Knowledge of modern police practices and methods
- Ability to control and safeguard prisoners
- Ability to preserve order in the court
- Ability to restrain an individual and employ all use of force options
- Skill in the use and care of firearms and non-lethal use of force

**SUPERVISION EXERCISED/ SUPERVISION RECEIVED:**

Employee receives general supervision and reports to a management level supervisor, who is consulted on unusual or complex matters.

**EDUCATION/EXPERIENCE:** High School diploma or four (4) years' experience in related field; must attend and complete firearms qualification with the Sheriff's Department and must be qualified with any other weapons carried, such as OC Spray or blunt impact weapons.

The candidate must be a certified law enforcement officer and must have graduated from a certified LEA.

**LICENSES REQUIRED:** Valid Driver's License

**SALARY RANGE:** \$15.50 - \$18.50 per hour

**WORKING ENVIRONMENT/ PHYSICAL DEMANDS:**

Employee works primarily in an office environment but may perform field work requiring possible high risks with exposure to potentially dangerous situations or unusual environmental stress, which requires a range of safety and other precautions. This position includes the possibility of physical attack or injury.

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		x
Work involves the operation of earth-moving equipment or commercial motor vehicles		x
Work involves the operation of non-commercial motor vehicles		x
Work involves the operation of tools such as axes, shovels, sling blades, etc.		x
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		x
Work involves climbing or running		x
Work involves stooping, bending, twisting, or reaching out in unusual positions		x
Works above ground or floor level, such as on stools or ladders		x
Works in a relatively high average temperature over a long period of time		x
Work involves considerable physical exertion over a long period of time		x
Work requires near vision (20 inches or less)	x	
Work requires distance vision (20 feet or more)	x	
Work involves the detection of color differences	x	
Work involves determination of the correct location of a sound, such as footsteps	x	
Work involves hearing and understanding conversation or sounds	x	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job.*

	YES	NO
Outdoor Weather Conditions		x
Wet, Humid Conditions (non-weather)		x
Work Near Moving Mechanical Parts		x
Work in High, Precarious Places		x
Fumes or Dust		x
Toxic or Caustic Chemicals		x
Extreme Heat (non-weather over 90° F.)		x
Low Noise (e.g., business office)	x	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		x
Loud Noise (e.g., jackhammer, heavy motorized equipment)		x