

# CITY OF SIMI VALLEY

## COURT LIAISON

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, collects and prepares criminal cases for filing with the District Attorney's Office; responds to questions from attorneys related to cases; reviews police reports for legal issues, accuracy, and completeness; transports evidence; and performs a variety of administrative duties in support of assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Collect and prepare criminal cases for presentation to the District Attorney's Office for prosecution filing; ensure adherence to in-custody time restrictions.
2. Interact with Deputy District Attorneys 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.
3. Review a variety of police reports for legal issues, accuracy, and completeness; take appropriate action to correct problems; initiate follow-up as needed.
4. Follow-up on cases as assigned by Deputy District Attorneys including handling Complaint Request Evaluations (CRE).
5. Confer with attorneys as needed to determine and coordinate court activities and operations.
6. Transport a variety of evidence to the Crime Lab including blood and urine samples.
7. Enter a variety of information into the District Attorney's computer system including all criminal cases; print out arrest logs and check status of court dates and in custodies.
8. Review cases rejected by the District Attorney's Office for resubmitting.
9. Process warrant and cite release cases; file search warrants with the courts as necessary.
10. Testify in court as needed.
11. Attend division briefings to listen to questions and concerns regarding District Attorney filing procedures or case status; respond to questions as necessary.
12. Process sex offender registrations; process and disburse subpoenas; perform Livescan fingerprinting; perform various administrative duties in support of the assigned unit.
13. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operations and procedures of various local, regional and state court and judicial organizations.  
Law enforcement functions including patrol and investigation practices.  
Basic rules of criminal and civil procedure.  
Court, District Attorney and City Attorney filing procedures.  
Rules of preserving chain of evidence.  
Methods and techniques of statistical research, data collection and report preparation.  
Office procedures, methods, and equipment including computers and specialized law enforcement and court-related computer software applications.  
Livescan fingerprinting methods and procedures.  
Subpoena methods and procedures.  
Pertinent federal, state and local laws, codes and regulations.

### **Ability to:**

Prepare and understand police reports and related documents.  
Understand and interpret criminal and vehicle laws and codes.  
Operate office equipment including computers and specialized law enforcement and court-related computer software applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Operate Livescan fingerprinting equipment.  
Maintain a variety of files and records.  
Respond to questions and inquiries.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by course work or training in criminal justice, legal assisting, or a related field.

### **Experience:**

Two years of increasingly responsible administrative support experience in a law enforcement agency.

### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office and field environment; travel from site to site; exposure to computer screens and inclement weather conditions.

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**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light to moderate lifting and carrying; operate motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Revised: March 2015, July 2016