

## CITY OF UTICA

# NOTICE OF VACANCY

### THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

## WARRANTS CLERK

**Salary:** \$38,898 - \$43,142

**Classification:** CSEA, Competitive Position  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance and Dental Insurance

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Department of Public Safety, Bureau of Police and involves the responsibility for independently performing complex clerical operations in support of the Warrants Unit. Under limited supervision, the incumbent researches all incoming warrants for pertinent physical descriptions and addresses; confirms validity of warrants and cancels warrants as required; and clarifies, modifies, or corrects issues related to warrants. Work is performed under general supervision, with detailed instructions provided only when necessary. Unusual or complicated assignments are reviewed upon completion. Employees in this class also perform related clerical duties such as screening telephone calls, taking messages, making extension connections, and pulling or filing appropriate records. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Receives, reviews, and verifies warrants and other court documents for accuracy and completeness;  
Enters and updates warrant data in local, state, and national database (e.g., RMS, E-JUSTICE/NCIC);  
Researches warrants for physical descriptions, addresses, and other identifiers to ensure accurate records;  
Confirms the validity of active warrants and processes cancellations or recalls of warrants (arrest or bench) as authorized;  
Maintains organized files of active and inactive warrants in accordance with retention policies;  
Tracks service and return of warrants and prepares reports for supervisory review;  
Communicates with courts, law enforcement officer, and other agencies regarding warrant status and procedural requirements;  
Screens and routes telephone calls, responds to routine inquiries, and takes detailed messages for unit personnel;  
Retrieves, scans, files, and archives documents to maintain up-to-date warrant records;  
Assists in preparing statistical summaries, logs, and correspondence related to unit operations;  
Prepares or assists with specialized reports such as the Warrant Activity Report, e-Justice Monthly Validation Report, and Probation Open/Close Cases Report in the RMS Permits tab;  
Performs other clerical or administrative support duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of modern office terminology, procedure, and equipment; working knowledge of law-enforcement records system, criminal procedure terminology, and warrant processes; ability to interpret and apply information from legal documents, warrants, and court orders; skill in accurate data entry, recordkeeping, and retrieval from manual and computerized files; ability to communicate effectively, both orally and in writing, with law-enforcement personnel, court staff, and the public; ability to organize work, set priorities, and meet deadlines with minimal supervision; attention to detail and accuracy in reviewing and processing legal documents; ability to handle sensitive or confidential information with discretion; courtesy, tact, and good judgement in dealing with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a High School Equivalency Diploma.

**Applications:**

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

*For more information about this position, please call the Department of Public Safety, Bureau of Police at (315) 223-3402.*

*This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.*

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.