



COUNTY OF NYE

CLASS TITLE: EXTRADITION SPECIALIST

BASIC FUNCTION:

Under direct supervision of the department head performs clerical and operational duties in the entering and validating warrants, maintaining of fugitive files and arranges for the extradition of subjects in custody.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Enters, clears, maintains and validates warrants to include: confirming and canceling warrants as instructed or needed, includes placing holds on persons arrested; obtain and process Governor's warrants. Maintains statistics on warrants and extraditions.
2. Schedules and coordinates in-state transportation and out-of-state extradition of fugitives; prepares necessary documentation; makes travel arrangements transportation, obtains medical clearances; files claims for reimbursement; maintains necessary records and receipts.
3. Conducts specific projects obtaining and providing information from other organizations. Provides information to the public or to County staff.
4. Performs variety of clerical functions to include but not limited to: answering telephones, transcription, process mail, compose correspondence maintaining manual and electronic records, creating monthly reports including archiving monthly reports, transportation billed records; purging files as necessary or assigned.
5. Proofreads and checks materials for accuracy, completeness, and compliance with departmental policies and regulations.
6. Enters and retrieves data and prepares reports using a variety of software programs; reviews reports for accuracy and makes corrections as required; operates standard office equipment.
7. Prepare affidavits and reports and reviews court docket. May testify in court regarding how civil or criminal records are processed, retained and/or other procedures are protected and processed.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: any combination equivalent to graduation from high school or G.E.D. equivalency and general work experience.

Knowledge of:

Criminal Justice System; NCSO policy and procedures; CJIS/NCJIS/NCIC; Geographical area; Radio codes, signals, identifications; applicable Nevada State Statutes; Substantive Procedural Law; Uniform Extradition Act

LICENSES:

Obtain and maintain NCIC/NCJIS certification, notary for the State of Nevada, and Valid Nevada drivers' license.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Subject to clerical filing, typing and lifting; sitting for long periods of time. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

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WORKING CONDITIONS:

Law enforcement environment—subject variable levels of stress.