

As a Court Liaison Technician you will provide clerical assistance to the Airports Authority's Police Department, including coordinating court appearances and submitting court documents.

JOB DESCRIPTION

- Court Liaison Technician
- Works under the direct supervision of the Deputy Station Commander.
- Serves in the Airports Authority Police Department in a Police Station at Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD).

Provides clerical support to the staff of an Airports Authority Police Station to facilitate and expedite the processing of criminal and traffic cases through the Arlington County, Fairfax County, Loudoun County and Federal court systems. Serves as liaison to the court systems, coordinating Police Officers and Traffic Control Officers (TCOs) court appearances. Performs related functions.

GENERAL RESPONSIBILITIES

- Serves as the primary clerk at assigned Police Station for court documentation; maintains and updates the Station's records related to court appearances.
- Enters summonses and parking citations data, updates Station records related to court proceedings, and arranges summonses by court date, issuing officer and defendant name.
- Coordinates between the Commonwealth's Attorney's Offices and Station personnel involved in legal proceedings or other actions requiring the appearance of Police Officers/TCOs. Serves witness subpoenas to Police Officers/TCOs and maintains proper records.
- Updates the Station's calendar with each Police Officer's/TCO's scheduled leave and training dates; coordinates with Station staff to ensure the Police Officer/TCO availability to attend his/her scheduled/assigned court dates; notifies supervisors when an Officer/TCO misses or is late for a scheduled court appearance.
- Notifies Police Officers/TCO's and defendants when cases are to be continued utilizing information networks to obtain and distribute critical case information.
- Reviews issued parking tickets to ensure they are properly completed and returns tickets to issuing Police Officer for corrections, as necessary. Updates the Station's database with new/corrected ticket information, and sends parking tickets/summonses to the appropriate court. Prepares monthly reports regarding parking tickets.
- Maintains the written policies/procedures/programs related to the Airports Authority and Arlington, Fairfax and Loudoun County's General District Courts.
- Answers phones, reviews and makes copies of incident reports, types and edits documents, sets up and maintains files, and performs other clerical and office support functions.
- As needed, provides day-to-day guidance and training to other court liaison personnel or other civilian employees of the Department.
- Performs duties as an Alternate Evidence Custodian checking sealed evidence bags in and out of the evidence room, and by carefully maintaining, precise chain of custody records.
- Provides credible testimony in court, as appropriate.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience in administrative-logistical support services.

KNOWLEDGE, SKILLS AND ABILITIES

1. Skill in reviewing documents for completeness, accuracy and adequacy.
 2. Skill in compiling data and using automated systems.
 3. Ability to prepare records and maintain files.
 4. Ability to rapidly acquire knowledge and skill to utilize organizational policies/procedures.
 5. Ability to perform detailed analyses of data and information and to make recommendations.
- Ability to speak and write effectively, with emphasis on communicating technical and complex information for others to understand.
 - Skill in using a computer and modern office software, with emphasis on automated recordkeeping systems

PREFERRED QUALIFICATIONS

- Experience providing administrative support in law enforcement or a court environment.
- Certification as a VCIN Operator.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

A fully equivalent of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the four years of experience. For example, an associate's degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A state driver's license in good standing.
- Ability to successfully complete the B Level VCIN courses of instruction with a grade of 75 or better to obtain certification as a VCIN Operator within 6 months of hire.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.