

COURT LIAISON

DEFINITION

Under general direction of a departmental manager or supervisor, provide court liaison duties between the Police Department and the San Mateo County District Attorney's Office.

EXAMPLES OF DUTIES

Review official police records such as arrest reports and associated documents for information related to court proceedings. Meet and follow timelines and perform official tasks associated with court documents and incarcerated individuals. Convey official documents to the District Attorney's office for filing of charges. Represent the Daly City Police Department at the San Mateo County Courts.

MINIMUM REQUIREMENTS

Knowledge of: Regulations and procedures of the criminal justice system including law enforcement, courts, and corrections.

Ability to: Be punctual; effectively communicate verbally and in writing in English; communicate effectively with criminal justice system professionals; drive an official Departmental vehicle; review police reports and understand court documents. Pass a comprehensive background investigation. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation from high school or equivalent.

Experience: None required.

Age: Must be at least 18 years of age

License: Possession of a valid Class C California Driver's License.

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION