



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Witness Location Specialist</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Chief Investigator, Prosecuting Attorney</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>06/08</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: 5015	

DEFINITIONS:

With close supervision, uses a wide variety of resources to locate current addresses for witnesses, updates and maintains computer database of names and addresses, and serves subpoenas by telephone as directed.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Works with Probation and Parole and the Division of Family Services to locate witnesses; researches databases made available through the water and power utilities to search for current locations of witnesses; also utilizes the state and local law enforcement systems and databases to research locations.

Updates and maintains computer database and files with current locations; coordinates with investigators to assist them in locating witnesses and serving process; uses the database to prepare computer reports and statistics.

Serves process by telephone in accordance with policies and procedures.

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
2. Good knowledge of the Missouri court system and trial procedures.
3. Good knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial/office management experience; ability to type 50 wpm.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)