



**OAKCREEK**  
— WISCONSIN —

**Position:** Court Liaison (part time)

**Department:** Police

**Unit:** Non-Union

**FLSA Status:** Non-Exempt

### **Summary Description**

The court liaison is responsible for taking cases prepared by officers for state criminal and state traffic offenses to the district attorney's office for review. In addition, the court liaison keeps the state records updated as to the ongoing status and disposition of cases, as well as keeping all forms and procedures needed for charging conferences updated.

### **Supervision/Accountability**

This position is accountable directly to the First Shift Supervisors for day to day operations and ultimately the Operations Captain; has no supervisory duties.

### **Major Duties/Essential Functions**

Coordinate with supervisors and officers on dates when cases are scheduled to be taken to the district attorney's for charging conferences.

Present state case files to the district attorney's office for review of charges.

Update case records in the CAD system as far as new court dates or dispositions of cases reviewed.

Update supervisors and officers when new forms are needed for specific types of charges. This can be done via email.

Update supervisors and officers on any changes to procedures from the district attorney's office. This may be done by email. The changes may also require the court liaison to update policies or general orders as needed.

During emergencies, may be used in an administrative capacity to assist where needed as deemed by the chief or his designee.

On occasion the court liaison may need to extensively communicate with district attorneys on the behalf of an arresting officer for charges to be filed. The court liaison at times may need to notify arresting officer's supervisors of a situation that a supervisor may need to continue that communicate on behalf of charges to be filed.

**Minor Duties/ Responsibilities**

Responsible to make sure all state paperwork is up to date and current in the officers report writing area.

Field questions from officers regarding clarifications on cases files. The court liaison will obtain opinions from the district attorney's office and relay that information to the officers.

**Knowledge**

Basic knowledge of modern police principles; Knowledge of national, state and local laws and criminal codes; Knowledge of policies and procedures established for the department; Carries out duties in conformance with Federal, State, County and City laws and ordinances; Shall be thoroughly familiar with and responsible for following all department rules, regulations, policies, and procedures pertaining to the performance of the court liaison duties; Knowledge and understanding of work rules.

**Skill/Ability**

Must be able to communicate effectively verbally and in writing with officers and the district attorney's office. Ability to prepare, organize and maintain a schedule in conjunction with officers for charging conferences; Ability to work independently with regular review of work product; Ability to use computer equipment to access, retrieve, or input information; Ability to qualify as required by the department in the use of all weapons authorized for his/her use; Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to follow verbal and written instructions; Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling.

**Education/Experience**

Must have a minimum of high school diploma and or GED certificate. A retired officer in good standing from the agency they retired from in the State of Wisconsin.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

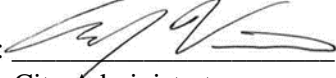
Work is performed mostly in an office setting. While performing the duties of this job, the employee is regularly required to bend, stand; walk; use hands and fingers. The employee is continuously required to sit, stoop, kneel, crouch; talk and hear.

**License/Certifications**

Certified or able to be recertified by the Wisconsin Department of Justice, Division of Training and Standards. Possession of a valid Wisconsin motor vehicle operator's license is required. Loss of license or certification may be cause for termination.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the*

*position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approved By:   
City Administrator

Reviewed By:   
HR Manager

Reviewed By: \_\_\_\_\_  
Police Chief

**Revision History:**  
April 1, 2020