

## **Criminal Warrants & Extradition Clerk**

### **Position Summary:**

The Criminal Warrants and Extradition Clerk performs specialized clerical and administrative duties related to the processing, maintenance, and verification of criminal warrants, extradition paperwork, and related records. This position required accuracy, confidentiality, and attention to detail to ensure compliance with local, state, and federal laws and regulations.

### **Essential Duties and Responsibilities:**

- Receive, process, and maintain records of criminal warrants, capiases, and related court orders.
- Verify accuracy and completeness of warrant information before entry into applicable databases (TCIC/NCIC)
- Enter, update, modify, and cancel warrants in accordance with department policies and state/federal guidelines.
- Coordinate extradition procedures, including preparing necessary documentation, contacting outside jurisdictions, and scheduling transport arrangements.
- Communicate with law enforcement agencies, courts, attorneys, and other criminal justice personnel regarding warrant and extradition status.
- Tracks warrant service, recalls and returns to ensure timely follow-up and closure.
- Maintain confidential records and prepare reports as requested.
- Respond to inquiries from the public and outside agencies in a professional and courteous manner.
- Assist with filing, scanning, and archiving of warrants and extradition-related documents.
- Perform other clerical or administrative duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of legal terminology, warrant procedures, and criminal justice processes.
- Familiarity with Texas Criminal Information Center (TCIC) and National Crime Information Center (NCIC) databases.
- Strong organizational and time management skills with the ability to handle multiple priorities.

- Ability to communicate clearly and professionally, both verbally and in writing.
- High level of accuracy and attention to detail.
- Ability to maintain confidentiality of sensitive information.

**Minimum Qualifications:**

- High school diploma or GED required, some college coursework in criminal justice or related field preferred.
- Prior clerical or records management experience, preferably in a law enforcement or legal environment.
- Must successfully pass a background investigation and maintain eligibility for access to law enforcement databases.

**Working Conditions:**

- Work performed in an office environment with frequent interaction with law enforcement personnel and criminal justice agencies.
- May involve occasional contact with individuals in custody or with criminal backgrounds.
- Requires sitting, standing, walking, and use of standard office equipment.

**Closing date:** Position Open Until filled

Applications may be picked up at the Medina County Human Resource office or may be downloaded from our website, [www.medinatx.gov](http://www.medinatx.gov). Applications will be accepted 8-12 & 1-4 Monday through Thursday and Friday's 8-12 & 1-3.

Medina County Human Resources  
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Medina County is an Equal Opportunity Employer.