

STATE OF NEBRASKA CLASS SPECIFICATION
CORRECTIONS EXTRADITION AND WARRANT OFFICER

EST: 12/1985 - REV: 12/2013
CLASS CODE: C66570

DESCRIPTION: Under general supervision from the Corrections Extradition and Warrant Supervisor, responsible for the security and transportation of inmates, i.e. (transfers, escapees, custody status changes and/or parolees) within or out of state; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Responsible for the security and transportation of inmates i.e., (transfers, escapees, custody status changes and/or parolees) within or out of state.

Assists the adult institutions with travel orders for court appearances, hospital, funerals, etc.

Coordinates inmate transportation with other state and county law enforcement system.

Serve warrants and detainers on all wanted persons in the system.

Conducts investigations as directed by the Director or Board of Parole.

Compiles monthly and annual reports.

Computation on estimated cost for inmate transportation.

Responsible for maintenance of vehicle and security equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: search and seizure procedures; applicable state and federal statutes; security and radio communications equipment; departmental policies and procedures; extradition and investigative procedures; jail and prison procedures.

Ability to: secure inmates through public places; remain calm during stressful situations; communicate orally and in writing; operate security and radio communications equipment; qualify annually with firearms.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Must be at least 18 years of age. No felony or domestic abuse related convictions.

Bachelor's degree in criminal justice, behavioral sciences, human services or a closely related area. Law enforcement or correctional experience may substitute for the education requirement on a year-for-year basis.

Valid driver's license required.

SPECIAL NOTES:

Must be able to work exceptionally long days and travel away from home two to three days in duration. Late evening and weekend work required during investigations and/or transporting of inmates.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA)