

Code: 9196
Public Safety Service
Police Service Group
Police General Duty Series

CLASS TITLE: SUBPOENA OFFICER

CHARACTERISTICS OF THE CLASS: Under supervision, responds to and services subpoenas for records served upon the Chicago Police Department and Superintendent of Police; and performs related duties as required.

EXAMPLES OF DUTIES: Processes and maintains records of subpoenas received; brings subpoenas to the Superintendent's Office to be logged and processed when records from the Internal Affairs Division, Office of Professional Standards, Medical or Personnel Files are required; pulls required documents from the arrest record division, xeroxes them and attaches them to subpoenas; lists Central Booking Numbers (CB's) and Identification Record Numbers (IR's) in numerical order for subpoenas; picks up negatives at the Major Accident Investigation Unit for subpoenas requiring major accident investigation photographs, brings them to the Crime Laboratory for printing and returns them to the Major Accident Investigation Unit; picks up traffic citations or driving under the influence (DUI) reports from Traffic Court as required; communicates with attorneys regarding the status of their cases and other subpoena processing inquiries; readies completed subpoenas for delivery by filing according to due date and logging pertinent data in a ledger; delivers subpoenas to courtrooms, copy service companies, attorney's offices and Federal Court; and serves as a representative of the Subpoena Unit at Police Orientation Seminars.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice or directly related field supplemented by two years of progressively responsible experience in legal records processing; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of police records processing and maintenance. Good knowledge of the criminal justice system. Working knowledge of the servicing of subpoenas and the purposes of same.

Ability to understand the language and requirements of subpoenas served upon the Chicago Police Department. Ability to testify in court regarding the authenticity of department records. Ability to work effectively and efficiently under stressful conditions.

Working skill in processing legal documents. Working skill in researching police/legal records. Working skill in speaking to and testifying before legal professionals including judges, attorneys and police personnel.

November, 1989