

**CLASS TITLE: ADMINISTRATIVE COURT OFFICER
(DEM)**

**Class Code: 02222600
Pay Grade: 28A
EO Code: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief of the Division of Enforcement by relieving the Chief of complex administrative court duties and responsibilities that are directly related to the court function of the division; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Chief of the Division of Enforcement, with wide latitude of the exercise of independent judgement in the performance of assignments; work is subject to review for conformance to policies, laws, rules and regulations.

SUPERVISION EXERCISED: Supervises and coordinates the work of field officers in preparation of cases for court. Supervises and schedules the work of Control Center personnel in regard to record keeping and day-to-day functions of Control Center.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Chief of the Division of Enforcement by relieving such superior of complex administrative duties and responsibilities that are directly related to the court function of the division.

To prepare cases for prosecution in the courts of the State-District, Family and Superior.

To insure that all reports, witness statements and additional documents are supplied to the Attorney General's Office for proper prosecution of cases.

To conduct arraignments of defendants charged with criminal offenses by this Division.

To coordinate with the Attorney General's staff to insure that the Division's prosecution goals are met.

To insure that all cases are complete and accurate prior to arraignment.

To subpoena witnesses to court.

To notify officers of dates that they are required in court.

To insure that evidence is available for presentation in court.

To return evidence to defendants after prosecution of cases is completed.

To represent the Division in forfeiture hearings in which seized property is forfeited to the state.

To oversee and conduct the Division's surplus property acquisition program.

To prepare reports for the Chief.

To coordinate inter-agency operations.

To oversee the Division's Training Program.

To maintain the inventories of new equipment acquisition.

To prepare monthly prosecution reports for lieutenants.

To maintain records of all prosecutions in field offices.

To administratively control the Special Detail Assignments.

To oversee assignment of overtime shifts in the Control Center.

To maintain division records on Civil Process's served for other DEM agencies.

To maintain records on animal control and rabies activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the state's fish and game laws and regulations, the state's boating laws and the state's forest laws; the ability to assist in the conduct

of investigations and to assist in the preparation of cases for court presentation, and to appear in court and give testimony; the ability to cooperate with state and local law enforcement agencies in the enforcement of laws, rules and regulations; the ability to qualify with and carry firearms; the ability to deal with the public in a tactful and courteous manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor of Science Degree in Biology, Natural Resources or related discipline; and

Experience: Such as may have been gained through: employment as a full time Environmental Police Officer 2 (or Conservation Officer) or in a position responsible for conservation/natural resource law enforcement with powers of arrest.

Or, graduation from high school and ten(10) years experience as an Environmental Police Officer 1 (or Conservation Officer) of higher class in the Environmental Police Officer hierarchy may be substituted for the required Bachelor's Degree.

SPECIAL REQUIREMENT:

Conditions for appointment:

1. Must possess a Motor Vehicle Operator's License issued by the State of Rhode Island.
2. Must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty and must maintain such qualification requirements as a condition of employment.
3. Must, at the time of application and thereafter, continually meet all requirements that are necessary for entry into the Municipal Police Academy (i.e. hearing, vision, fitness, etc.)
4. Must annually pass an agility performance test approved by the Director and at least equivalent to the test used by the Rhode Island Municipal Police Academy.
5. Must have successfully completed the basic training requirements and standards as established for police officers by the State of Rhode Island Commission on Standards and Training(Chapter 42-28-2 of the General Laws of Rhode Island, as amended) to be evidenced by graduation from the Municipal Police Training Academy. In accordance with RIGL 42-28.3-2, no person shall be appointed in any capacity until they shall have been evaluated and tested by a certified psychologist specified by the Director of the Department of Environmental Management and receive a satisfactory rating. The psychologist shall provide a report in writing of his/her evaluation, together with pertinent recommendations, for the guidance for the appointing authority.
6. Must, at the time of application and continually thereafter, be free from any and all felony convictions.

Class Created: January 4, 1998

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