



Code: 9196
Family: Legal and Regulatory
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: SUBPOENA OFFICER

CHARACTERISTICS OF THE CLASS

Under supervision, receives and responds to subpoenas for records served upon a City department, and performs related duties as required

ESSENTIAL DUTIES

- Receives, reviews, and responds to subpoena requests (e.g., outside attorneys, State's Attorney's Office, Civil cases, etc.)
- Processes and maintains electronic records of subpoenas received
- Records and distributes subpoenas to departmental units for fulfillment in a timely manner
- Retrieves and produces requested subpoena documents and reports via departmental databases
- Facilitates and coordinates the retrieval of reports, documents, and other materials from departmental units (e.g., arrest reports, ambulance reports, journal entries, case reports, etc.)
- Compiles and organizes completed subpoena requests for delivery by filing according to due date and logging pertinent information in departmental databases
- Coordinates the scheduling of employees required to attend court or other legal proceedings (e.g., depositions, trial testimony, administrative hearing testimony, arbitration testimony, meetings with attorneys)
- Coordinates the delivery of collected subpoena materials to courtrooms, copy service companies, attorney's offices, and Federal court
- Communicates with attorneys and paralegals regarding the status of their cases and other subpoena processing inquiries
- Processes incoming and outgoing paperwork in a timely manner
- Coordinates with Law Department personnel to answer and track discovery requests
- Readies completed subpoenas for delivery by filing according to due date and logging pertinent data in a ledger
- Serves as a representative of the Subpoena Unit
- Accepts service of subpoenas served on the Chicago Fire Department
- Delivers subpoenas to courtrooms, copy service companies, attorney's offices, and Federal Court, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice or a directly related field plus two years of work experience in legal records processing; or an equivalent combination of education and experience

Licensure, Certification, or Other Qualifications

- Some positions may require a valid State of Illinois driver's license

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- Some positions may be required to lift (up to 25 pounds)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- the criminal justice system
- *record keeping methods, practices, and procedures
- applicable computer and database systems
- servicing subpoenas

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- geographical locations in the City
- *the legal system and related terminology and courtroom procedures
- *report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

- SPEAK - Communicate information and ideas in speaking so others will understand
 - COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
 - WRITE - Communicate information and ideas in writing so others will understand
 - MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
 - ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2018
December, 2021