

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31171
Job Class Code:	020	Salary Schedule:	AREG
EEO Category:	06	Grade:	11
Workers Comp Code:	8810		

Job Code Established:	03/22/86	Effective Date:	
Job Code Revised:	10/01/97	Effective Date:	

JOB CODE SERIES: Correctional Records Clerk Series

JOB CODE TITLE: CORRECTIONAL RECORDS CLERK I

HRIS TITLE: CORRL RCDS CLERK I

CHARACTERISTICS OF THE CLASS: Works under close supervision of a Correctional Records Supervisor. Authority to sort, post, file, retrieve, replace, safeguard and release files and information in compliance with established laws and policies. Long hours of processing and handling an unusual number of documents and files; may encounter offenders while performing duties in an institutional setting. Performs clerical work of average difficulty to establish, maintain and safeguard offender master records in Central Office or field records for institutions; sorts, posts and files documents; retrieves, replaces and initiates follow-ups for delinquent files. This class is reserved for positions spending full-time preparing, processing and maintaining adult offender records.

EXAMPLES OF DUTIES: Sorts, posts, files, retrieves and replaces documents and information in offender master records or institutional field records. Prepares offender location and status documents for use by supervisors and managers in preparation of reports. Operates automated data storage and retrieval equipment or performs manual processes to obtain or input information in offender files. Searches files to locate and retrieve requested information. Keeps records of files and documents and the locations, and of responses to inquiries. In an institutional offender records office, gathers and prepares routine information from case records and other sources for transmittal to Central Office master records files. As appropriate, reviews and prepares offender files for microfilming and operates microfilm camera equipment. Researches files to provide routine information to authorized agency staff and law enforcement representatives. May operate automated data terminals. May operate photocopy, facsimile and other office equipment. May type reports and forms. Attends staff meetings under direction of supervisor; receives and provides information pertinent to the work activities and system. Performs related work as required.

WORK RESULTS/PRODUCTS:

All documents and information sorted, posted and filed; offender files current and safeguarded.

Responsibility: for sorting, posting, filing, retrieving and replacing documents and files in a timely and accurate manner; safeguarding files and information as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: office procedures, practices and techniques; offender documents and files; the laws, rules, policies and procedures governing offender documents and files and the work system; sorting, posting and filing offender documents and information; automated data/manual storage and retrieval techniques and equipment.

Ability to: perform office clerical practices and techniques; sort, post, file, retrieve and replace documents and information in offender files; apply the laws, rules and policies governing offender files; operate office machines and equipment; communicate verbally and in writing; establish and maintain working relationships.

Skill in: operating keyboard.