

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31172
Job Class Code:	020	Salary Schedule:	AREG
EEO Category:	06	Grade:	12
Workers Comp Code:	8810		

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

JOB CODE SERIES: Correctional Records Clerk Series

JOB CODE TITLE: CORRECTIONAL RECORDS CLERK II

HRIS TITLE: CORRL RCDS CLERK II

CHARACTERISTICS OF THE CLASS: Typically reports to a Unit Supervisor; works under general supervision. Authority to independently establish, maintain, and safeguard offender files and information; researches and compiles a variety of data for use in work activities; initiates actions on offender changes; leads and trains lower-level subordinate staff. Long hours of concentrating and processing a large number of documents and files; may encounter offenders while performing duties in an institution. In an institution, performs difficult to complex clerical work; reviews and verifies court documents received on offenders; interprets rules and policies; updates manual/automated files; computes routine time and service dates; prepares/initiates actions on routine changes to offenders' records; issues receipt for personal property. In Central Office, performs the most difficult work to establish, process and maintain the master record files for all offenders in the system.

EXAMPLES OF DUTIES: Sorts, posts, files, retrieves and replaces documents and information in offender master files or institutional field files. Researches and compiles data for use in reports of census, paroles, discharges and other changes of offenders. In an institutional records office, issues identification numbers for offenders; prepares receipts for personal property; ensures intramovements of offenders are coordinated and documented and files transmitted to Central Office. Researches files to gather and provide information and data to agency staff, court officials, law enforcement agency representatives and others as appropriate under laws, rules and regulations governing release of information. Operates automated data storage and retrieval equipment or performs manual processes to obtain or input information in offender files; reviews to determine accurate data. As assigned, leads and trains subordinate clerks in the offender records system. Assists in performing administrative audits of offender records to determine proper maintenance of files. In an institutional records operation, receives and reviews routine court and related documents and orders, e.g., state and federal detainers and warrants, and initiates actions; coordinates with outside law enforcement agencies and other officials to resolve problems. May operate photocopy, facsimile and other office equipment. May type reports and forms. Attends staff meetings under directions of supervisor; receives and provides information pertinent to the work activities and system. In an institutional records operation, computes the routine time and services dates of offenders. Performs related work as required.

WORK RESULTS/PRODUCTS: All documents and information sorted, posted and filed; offender files current and safeguarded; lead and training assignments completed; time and service dates calculated; offenders processed.

Responsibility: for reviewing and determining propriety of documents and information in offender files; sorting, posting, filing, retrieving and replacing documents and files in a timely and accurate manner; safeguarding files and information; researching and compiling data for use in reports and in response to inquiries; leading and training subordinate clerks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: office and clerical procedures and practices; the laws, rules, regulations and policies governing the work assignment and maintenance and security of offender records and information; court and related documents and orders governing the controls and changes to an offender's status; sorting, posting and filing offender documents and information; researching and compiling data for use in reports of information on offenders; automated data/manual storage and retrieval techniques and equipment; policies and procedures of the work system.

Ability to: apply and interpret office and clerical procedures and practices found in the work assignment; apply and interpret the rules, regulations and policies governing the work assignment and maintenance and security of offender files; review documents to determine propriety; sort, post, file, retrieve and replace documents and information in offender files; lead and train in work assignment; communicate verbally and in writing; establish and maintain working relationships.

Skill in: operating keyboard; operating automated data and other office machines and equipment.