

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31173
Job Class Code:	020	Salary Schedule:	ASRRCOREC
EEO Category:	06	Grade:	13
Workers Comp Code:	8810		

Job Code Established:	03/22/86	Effective Date:	03/22/86
Job Code Revised:	10/901/97	Effective Date:	10/01/97

JOB CODE SERIES: Correctional Records Technician Series

JOB CODE TITLE: CORRECTIONAL RECORDS TECHNICIAN I

HRIS TITLE: CORRL RCDS TECH I

CHARACTERISTICS OF THE CLASS: Works under general supervision from a Correctional Records Supervisor II. Authority in institutions, review/initiate actions on court and related documents and review work of clerks. In Central Office, functions in a learning role in the calculations of eligibility release dates. In an adult institution, has frequent contact with offenders; detailed concentration reviewing and processing numerous documents and rules and policies. In an institution, is principal assistant to supervisors; reviews and verifies court documents received on offenders; interprets difficult rules and policies; updates manual/automated files; computes difficult time and service dates; resolves errors on new commitments; coordinates holds/releases of offenders; may testify in court on records; leads and trains clerks. In Central Office, learns to perform the complex calculations used in determining the official eligibility release dates for offenders.

EXAMPLES OF DUTIES: Interprets court orders and computes sentence and service dates to ensure accuracy and make determinations. Reviews offenders' legal status in relation to sentence, parole and discharge eligibility dates. In an institution, oversees preparation of documents for extradition, parole, detainers and warrants. Reviews and responds to routine subpoenas and court actions. May testify on information in records. Serves as liaison and may represent department in court and to other agencies in the application of eligibility release dates. In an institution, leads and trains others; evaluates for quantity and quality of completed products. Establishes, monitors and maintains institutional field offender files and records; verifies, audits and disseminates offender records, documents and information. In an institution, interviews offenders to obtain information for records systems and explains detainers and warrants. Utilizes the Adult Information Management System (AIMS) to input or obtain offender information; gathers data for reports and to maintain offender status. In Central Office, performs a variety of routine to difficult time and service calculations in a learning role; reviews and interprets various court and related documents and rules and policies and submits determinations for review and approval. Operates computer terminal equipment. May operate word processing equipment or other automated office equipment. Attends staff meetings under direction of supervisor; gives and receives information regarding work activities; assists in resolving problems. Performs related work as required.

WORK RESULTS/PRODUCTS:

Offender records and files established, maintained and safeguarded; records and files in a current status; as appropriate, lead and training roles completed; actions completed on offender status changes and new commitments.

Responsibility: for reviewing and determining propriety of court documents, detainers and warrants; maintaining and safeguarding records, files and information; overseeing and training

subordinate records clerks as assigned; updating manual/automated files; learning to perform calculations of official eligibility release dates.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: criminal codes, sentencing and parole laws; court documents and commitment orders; the laws, rules, regulations, policies, and procedures governing transfers, movements, paroles, releases, discharges, detainers and warrants; automated data and manual filing systems for records; work management, leadership and training practices and techniques; the policies and procedures of the work and institutional systems.

Ability to: review and interpret court documents and commitment orders; monitor the accuracy of offender records and documents; train others in the use of the records; apply work management and leadership techniques; interact with other public jurisdictions regarding offenders' information and related matters; represent the department in court or to other agencies regarding offender records and information; communicate verbally and in writing; establish and maintain work relationships.

Skill in: operating keyboard.