

STATE OF ARIZONA JOB CODE SPECIFICATION

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| FLSA: | NEXP | Job Code: | ACV31174 |
| Job Class Code: | 020 | Salary Schedule: | ASRRCOREC |
| EEO Category: | 06 | Grade: | 14 |
| Workers Comp Code: | 8810 | | |

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| Job Code Established: | 10/01/97 | Effective Date: | |
| Job Code Revised: | | Effective Date: | |

JOB CODE SERIES: Corrections Records Technician Series

JOB CODE TITLE: CORRECTIONAL RECORDS TECHNICIAN II

HRIS TITLE: CORRL RCDS TECH II

CHARACTERISTICS OF THE CLASS: Works under general supervision of a Correctional Records Supervisor II. Authority to calculate and determine release dates and notify institutions of this data; certify inmates for parole or earliest release; respond to inquiries and complaints; lead and train in time calculations. Stress from hours of concentrating on complex calculations and interpreting numerous laws, rules and policies to determine accuracy of eligibility release dates. Performs a variety of complex duties to calculate and maintain the current and accurate time computations for adult offenders; reviews and interprets court related documents and applies a variety of laws, rules and policies; receives and responds to inquires for data; audits and performs complex automated and manual calculations to determine official release dates of offenders, and disseminates data to authorized users; may testify in court on information in record and applications of time computations; leads and trains subordinate technicians in the learning process of time calculations.

EXAMPLES OF DUTIES: Interprets court commitment orders to ensure accuracy and legality. Analyzed offender legal status to determine time, sentence, parole and discharge eligibility dates. Provides complete and concise information in response to written and verbal requests. Analyzes and responds to routine subpoenas and court actions. May testify as an expert witness for records. Serves as liaison and may represent department in court and to other agencies in the application of sentence and parole dates. Trains other staff in the interpretation of laws, rules, and policies and calculation of eligibility release dates. Researches, audits, verifies and disseminates accurate eligibility release dates to all pertinent agency operations; resolves conflicts. Utilizes the adult information management systems (AIMS) and other devices to input or retrieve offender information; gathers data for reports and to maintain the accuracy of offender status. Trains staff and others in offender records, both automated data and manual systems. Accepts detainers and warrants on offenders from other jurisdictions. 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:

All time calculations completed and posted; files and data safeguarded; release or hold notifications prepared and submitted; inquiries and complaints responded to; lead and training assignments completed and evaluations prepared and submitted.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: criminal codes, sentence and parole laws. court commitments and documents. law, rules, regulations, policies, and procedures governing transfers, movements, paroles, releases,

discharges, detainers and warrants of adult offenders. automated data systems for calculative purposes. policies and procedures of the work and institutional systems.

Skill in: reviewing and interpreting court documents and actions. work management , leadership and training techniques. researching and auditing offender records and documents to assure accuracy of eligibility release dates. interacting with other public jurisdictions and agencies and private representative regarding information and data on offenders. representing the department in court or to other agencies. oral and written communications. interpersonal relationships.

Ability to: timely and accurate interpretations of variety of complex laws, rules, policies and court documents; accurately determining critical release and hold data and preparing and distributing the data in a timely manner; timely and accurate responses to inquiries and complaints regarding eligibility release data; leading and training subordinate technicians in time calculations.

Prefer: Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted. Typical ways to obtain the KSAs would be:
-One year of experience equivalent to a Correctional Records Technician I.

SPECIAL SELECTION FACTORS: Work requires manual dexterity and skill in the operation of keyboard equipment.