

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31176
Job Class Code:	020	Salary Schedule:	ASRRCOREC
EEO Category:	06	Grade:	16
Workers Comp Code:	8810		

Job Code Established:	03/02/92	Effective Date:	
Job Code Revised:	10/01/97	Effective Date:	

JOB CODE SERIES: Correctional Records Supervisor Series

JOB CODE TITLE: CORRECTIONAL RECORDS SUPERVISOR II

HRIS TITLE: CORRL RCDS SPV II

CHARACTERISTICS OF THE CLASS: In Central Office, works under the general supervision of the Correctional Records Files/Time Computation Manager; in institutions, works under general supervision of an administrative official. Authority to schedule, assign, and prioritize workloads; review, evaluate and prepare reports on work of staff; train staff; review, interpret and take action on court orders and related documents. Stress from long hours of concentrating on numerous details of laws, rules, eligibility dates and records maintenance; working in an institutional setting. In Central Office, performs difficult technical and administrative work supervising a unit of Correctional Records Technician II's performing complex time computations, or supervises, through subordinate supervisors, the Master Records Files and staff. In a prison complex, supervises, through subordinate supervisors, all offender records and staff; as necessary, testifies in court on information in the records.

EXAMPLES OF DUTIES: Devises work schedules for subordinate staff on a periodic basis. Resolves problems and questions from subordinate staff regarding work system and procedures. Assigns, reviews and evaluates completed work of subordinate staff; designs and implements plans for improvements. Supervises and provides technical assistance in complex computations and determinations of offenders' eligibility release dates. May represent the department in court regarding issues of the records and information. Recommends new or modified procedures, policies or directives pertaining to records management program. Provides training to subordinate staff on records preparation and maintenance and the automated network system and terminal devices used in the work system. Receives, analyzes and takes appropriate action on subpoenas, warrants, detainers and related court documents. Receives and responds to a variety of inquiries and questions regarding offender records and release dates. Attends unit staff meetings as chairperson; leads and guides discussions; listens and resolves conflicts. Attends management-level supervisory meetings; provides and receives information about work unit and activities; assists in resolving work related problems. Gathers and compiles data to prepare reports pertaining to census, parole eligibility, discharge dates and new commitments. Confers with superior, presenting and resolving complex questions to be taken, sometimes involving employee-related problems. As required, may serve in the absence of the supervisor. Performs related work as required.

WORK RESULTS/PRODUCTS: As appropriate, offender records established, maintained and safeguarded; release dates determined; staff trained and evaluated; functioning work unit.

RESPONSIBILITY: for the timely and accurate establishment, maintenance and safeguarding of offender records; ensuring the determination of accurate eligibility release dates; assigning and evaluating work of staff; the review and interpretation of complex documents

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of work management and supervision; criminal codes, sentence and parole laws; State, Federal and agency laws, rules, policies and procedures governing preparation,

maintenance and security of offender records and provision of information to others; court documents, commitment orders, detainers, warrants and other documents governing control of offenders; agency organization and the functions of its institutions; automated network system and terminal devices utilized in work system.

Ability to: apply work management and supervisory techniques and practices; interpret complex Federal, State and agency laws, rules, and policies in establishing and maintaining offender records in Central Office and prison complexes; interpret complex criminal codes, sentence and parole laws in determining offenders' eligibility release dates in the Time Computation units in Central Office; review and comply with or resolve problems with court documents, commitment orders, detainers and warrants governing controls of offenders; train others in the use of automated systems and terminal devices used in the work system; communicate verbally and in writing; establish and maintain work relationships.

Skill in: operating keyboard; operating automated systems and terminal devices used in the work system.