

STATE OF NEBRASKA CLASS SPECIFICATION
CORRECTIONS RECORDS ADMINISTRATOR

EST: 12/88 - REV: 11/14
CLASS CODE: G02864

DESCRIPTION: Under limited supervision from the Deputy Director of Programs and Community Services, is responsible for developing, implementing, supervising, coordinating and evaluating all inmate record functions within Department of Correctional Services; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, issues, and evaluates Department policies and procedures regarding the inmate records and timekeeping functions.

Plans, develops and executes a cohesive recordkeeping system at each Correctional facility.

Provides training for newly hired records personnel and continuation training for current records staff.

Standardizes and controls the inmate timekeeping function throughout all Correctional facilities.

Is responsible for all inmate litigation regarding good time.

Manages the control of forms regarding inmate records.

Is responsible for the development and maintenance of a quality control and audit program for manual filing and data entry and a records retention plan.

Acts as liaison for the Department's Record Offices to State Attorney Offices, Attorney General's Office, Department Legal Staff, Parole Board and all facilities.

Maintains records for inmates on parole or discharge status.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Good Time Laws, relative State Statutes; Corrections computerized record system; management and supervisory techniques; records management methods and procedures; data entry operations; Corrections case law; Attorney General Opinions, Departmental policies and procedures relative to offender records, parole eligibility, transfers, sentencing; Good Time Law and relative State Statutes.

Ability to: communicate orally and in writing with agency personnel and government officials; perform "good time" calculations regarding offender records; establish policies and procedures pertinent to inmate records; interpret State Statutes, legal commitment papers and administrative policies and procedures; testify in court regarding the accuracy of offender records.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in related field plus two years' experience in Records Management, of which one year must be in a supervisory position; OR Associate's degree in related field plus four years' experience in Records Management, of which one year must be in a supervisory position; **OR** six years' experience in Records Management, of which one year must be in a supervisory position.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).