

### CORRECTIONS RECORDS OFFICER

DESCRIPTION: Under general supervision acts in behalf of the Inmate Records Manager in the absence of that position; is responsible for maintaining inmate records by computing inmate release (parole and/or discharge) dates using the appropriate Good Time Law(s); assists in the development of and/or establishing Operational memorandums pertinent to inmate records; 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.)

Reviews and interprets commitment orders from District and/or County Courts.

Computes inmate's sentence and time, determining a tentative release and parole eligibility date by applying the appropriate Good Time Law, pertinent State Statutes, supplemental court cases and/or Attorney General Opinions.

Updates inmate records to reflect any loss or restoration of good time, determining a new parole eligibility and/or release date.

Assists the Records Manager with establishment and/or preparation of agency Operational Memorandums pertinent to the Inmate Records Division in accordance with the Department's Administrative Regulations.

Updates the Corrections Tracking System (CTS – computerized records system) on inmate time/sentence issues.

Processes inmate records for discharge and/or parole.

Prepares various statistical reports relating to inmate records.

Answers routine correspondence inquiries regarding inmate records.

Answers a large variety of inquiries concerning information from inmate files; must be acutely aware of all laws concerning inmate records, including all confidentiality laws and procedures.

Maintains inmate records on court evaluators/safekeepers, detainers and/or notifiers.

May photograph and/or fingerprint inmate and maintain records of the same.

May testify in court on accuracy of inmate records.

CORRECTIONS RECORDS OFFICER (continued)

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Good Time Laws, relative State Statutes/Attorney General Opinions/Court Cases relative to inmate time/sentence procedures; Departmental policies and procedures regarding the Corrections Inmate Records Division; the computerized records system (CTS).

Ability to: read, interpret, and verify authenticity and accuracy of legal commitment orders; read and interpret State Statutes, Good Time Laws, Attorney General Opinions, etc.; accurately compute inmate sentences/release dates.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: basic math computations; record-keeping/filing methods and procedures; research techniques.

Ability/Skill to: communicate orally and in writing with agency personnel, government officials and the general public to exchange information; prepare statistical reports; interpret legal documents; proofread inmate records for accuracy. Must also be able to operate a variety of office equipment (i.e., computer terminal, typewriter, Teletype, copier machine, calculator, etc.)

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Experience and/or coursework in office support/clerical functions or records management procedures.