

DESCRIPTION: Under general direction, manages the records office and inmate records in a large institution; supervises assigned staff; calculates release dates by complying with the court orders and appropriate good time laws; reviews court commitments to ensure inmates are lawfully committed and released; establishes policies and procedures to maintain inmate records in compliance with the departments administrative regulations and the laws; resolves complex records related issues with technical assistance provided by the Records Administrator; 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 policies and procedures complying administrative regulations for managing the institution's inmate records to include court evaluators, county safe keepers, detainers, and notifiers.

Supervises staff that maintains inmate records and may assist custody in operation of the admissions office.

Determines inmates' parole eligibility date and tentative release dates by applying good time laws and court orders.

Consults with agency staff on records related issues.

Responds to inquiries concerning inmate time calculations, sentence structure, procedures for determining the application of good time laws and release dates ensuring confidentiality requirements are met and state and federal laws are complied with.

Coordinates with the Records Administrator to ensure the inmate records data base and the correctional tracking system are being properly utilized.

Attends legal and court hearings to provide testimony regarding inmate time calculations, release dates, application of good time laws, content and accuracy of inmate records.

May maintain inmate personal property to include identification cards, driver's license, social security card, and other contraband items that inmates cannot have in their possession.

Provides input regarding budgetary needs and expenditures required to maintain the inmate records and manage the office as requested.

Prepares Operational Memorandums (based on Departmental Administrative Regulations) pertaining to Inmate Records Division.

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

Knowledge of: basic math computations; record-keeping/filing methods and procedures; research techniques; Good Time laws; relative State Statutes; Corrections computerized records system; management and supervisory techniques; records management methods and procedures; data entry operations; all Good Time laws and relative State Statutes; Attorney General Opinions relevant to the maintenance of inmate records; applicable State and Federal Court decisions; Department policies and procedures relative to inmate records; sentencing, inmate release on parole, bond, discharge, etc.

Ability to: communicate orally and in writing with agency personnel and government officials; perform "good time" calculations regarding inmate records, establish policies and procedures pertinent to the Records Division; organize and assign work to subordinates; interpret legal Court orders, State Statutes, Attorney General Opinions, Department Policies and Procedures/Administrative Regulations and/or Operational Memorandums; manage personnel/staff; presenting information regarding inmate records to public officials and the general public; respond to concerns of the crime victims regarding an inmate's release.

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 one year experience in Records Management including supervisory responsibilities **OR** Associate's degree in related field plus three years' experience in Records Management and one year supervisory responsibilities **OR** five years' experience in Records Management and one year supervisory responsibilities.

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).