

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Correction Records

**SERIES NO.:**

6323

**MAJOR AGENCIES:**

Rehabilitation &amp; Correction, Youth Services only

**EFFECTIVE DATE:**

01/11/2015

**SERIES PURPOSE:**

The purpose of the correction records occupation is to maintain the master files of an adult correctional institution, or juvenile correctional facility.

At the lower levels, incumbents establish & review inmate or youth master files for proper documentation of sentencing, commitment, parole eligibility & other legal conditions.

At the higher levels, incumbents manage or assist in management of total operation of records office for assigned institution/facility & supervise all record employees.

**GLOSSARY:**

LEADS: Law Enforcement Automated Data System

DOTS Portal: Department Offender Tracking System

JJCMS: Juvenile Justice Case Management System

EDS: End of Definite Sentence

**CLASS TITLE**

Correction Records Management Officer

**CLASS NUMBER**

63231

**PAY RANGE**

28

**EFFECTIVE**

01/11/2015

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of records management in order to review & interpret court documents to establish pending indictments, sex offender designation & registration requirements, release orders & make decisions regarding suitability for release from prison or facility by interpreting release date & earned credit & perform related clerical tasks.

**CLASS TITLE**Correction Records Sentence  
Computation/Release Officer**CLASS NUMBER**

63232

**PAY RANGE**

29

**EFFECTIVE**

01/11/2015

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of records management in order to perform comprehensive & extensive review & extract data from court sentencing entries to establish crime, sentence, length of service & jail credit for each charge to be imposed from Court of Common Pleas & how they may be related to other charges OR complete comprehensive record review to determine appropriate inmate release, research data, compile monthly list of inmate release dates, & ensure all functions required to release inmates have been completed.

**CLASS TITLE**Correction Records Management  
Supervisor**CLASS NUMBER**

63235

**PAY RANGE**

12

**EFFECTIVE**

01/11/2015

**CLASS CONCEPT:**

The first supervisory level class works under general direction & requires considerable knowledge of records management & state & departmental laws & rules governing inmate records in order to manage adult correctional records office (i.e., excluding Reception Centers & Central Office), & enforce policies & procedures relative to inmate records & supervise correction records management officers &/or other assigned staff, OR assist bureau chief, relieve chief of routine duties & supervise correction records management officer &/or other assigned staff, OR in the Bureau of Records Management, approve release of inmates to temporary custody of local courts, out of state agencies under interstate agreement on detainers & United States Marshall for federal warrants, perform final quality check of subordinates staff's work, determine sex offender registration level & supervise correction records management officers &/or assigned staff.

**CLASS TITLE**

Correction Records Sentence Computation  
Auditor/Release Supervisor

**CLASS NUMBER**

63236

**PAY RANGE**

13

**EFFECTIVE**

01/11/2015

**CLASS CONCEPT:**

The second supervisory level class works under general direction & requires thorough knowledge of records management & state & departmental laws & rules governing inmate or youth records & sentence computation processes in order to manage adult correctional records office in the Bureau of Record Management , authorize release of inmates from prison, enforce policies & procedures relative to inmate records & supervise correction records sentence computation/release officers &/or other assigned staff OR in the Bureau of Sentence Computation, compute release dates based on appropriate sentencing law, apply monthly earned credit, enforce policies & procedures relative to inmate records & supervise correction records sentence computation/release officers &/or other assigned staff OR in Department of Youth Services manage juvenile correctional facility records office, verify release of youth from facility, enforce policies & procedures relative to juvenile records & supervise records personnel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Records Management Officer	63231	14	01/11/2015	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Reviews & interprets court documents to establish pending indictments, sex offender designation & registration requirements & release orders, makes decisions regarding suitability for release from prison or youth facility by interpreting release date & earned credit & performs related clerical tasks.

Operates computer to add, delete & retrieve information in data base on all inmates or juveniles; gathers & compiles technical information (e.g., inmate or juvenile expiration of sentence dates, parole hearing date, early release dates) & statistical data for reports to be distributed to judges & prosecuting attorneys within specific timeframes; updates inmate or juvenile master files; notifies inmates of parole board hearing dates & EDS dates; completes thorough record review to locate any arson-related convictions; determines registration requirement for all arson registry offenders; registers arsonists at release utilizing national website & notifies law enforcement.

Updates & logs inmate or youth movements (e.g., transfers) daily; notifies institutional staff of changes in inmate or youth status (e.g., change in EDS or final hearing, Absent With Leave to courts & returns from courts); scans documents to document management or imaging system.

Searches LEADS for outstanding warrants & criminal histories; completes thorough record review of pre-sentence investigations & computerized criminal histories to locate pending indictments & warrants; places detainers on inmate records; corresponds with other state & federal agencies to determine outcome of pending warrants & indictments; files speedy trial requests for inmates with detaining authority; coordinates extradition hearings & waivers; makes pickup arrangements.

Independently manages system of data collection & inmate or youth records maintenance (i.e., hard copy & electronic records); maintains filing system of inmate or youth commitment, legal & sentence computation documents; updates inmate or youth master files; generates reports from DOTS Portal or JJCMS to purge file system; ships & receives master files from prisons or institutions & to/from offsite storage facility; coordinates the release of inmates or youth to participate in local, federal & out of state court hearing; ensures proper court document authorizing the release; tracks inmate's or juvenile's return from court; communicates with courts & law enforcement regarding hearing outcomes.

Opens, sorts & distributes mail; responds to correspondence & inmate kites; answers questions from institutional staff, inmates' families, other state & federal agencies & general public; responds to detainers from other state & federal agencies; assists in training new staff; assists supervisor with daily operations of records office; maintains records operations in absence of supervisor & ensures work flow is not disrupted in absence of other records office staff; completes timely & confidential records requests in compliance with state law & agency policy; manages physical & digital records in compliance with agency retention policies; verifies & coordinates youth vital statistics.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; records management; state laws & departmental rules governing handling of inmate or youth records\*; decimals, percentages & fractions; technical writing or business communication\*. Skill in typing; operation of personal computer & office machines (e.g., fax machine, scanner\*, photocopier\*). Ability to deal with a variety of variables in familiar context; gather, collate & classify data; handles sensitive inquiries from officials, inmates, youth & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 1 course or 3 mos. exp. in records management (e.g., record retention, document management, confidentiality).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to inmate or youth conflict.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Records Sentence Computation/Release Officer	63232	14	01/11/2015	29

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In the Bureau of Sentence Computation, performs comprehensive & extensive review & extracts data from court sentencing entries to establish crimes, sentences, case numbers, length of sentence, & jail credit for each charge to be imposed from Court of Common Pleas & how they may be related to other charges (e.g., applies applicable sentencing laws, determines eligibility for early release programs, enters/updates information in DOTS Portal to create release date tracking, researches & flags system of judicial vetoes, computes & verifies all inmate release dates, notes discrepancies in sentencing orders & notifies courts of required corrections & errors, ensures Ohio Revised Code is followed in sentencing process, adjusts release date monthly based on earned credit computations);

OR

In the Bureau of Record Management Release Section, completes comprehensive record review to determine appropriate inmate releases, researches data, compiles monthly list of inmate release dates, & ensures all functions required to release inmates have been completed (e.g., completes checks to ensure appropriate release date has been set, pending court hearings are resolved, DNA testing completed, victim notification of release dates has been completed, supervision assessments have been completed, placement initiated, pickup arrangements with detaining authority are confirmed, sex offender registration completed).

AND, IN ADDITION TO ONE OF THE ABOVE OPTIONS, PERFORMS OTHER RELATED DUTIES SUCH AS:

Schedules parole board hearings & provides written notice to courts & prosecutors of upcoming hearings; communicates hearing schedule with institution's staff; prepares documents authorizing the release of inmates & notifies institution staff to carry out the release; prepares documents that require signatures & coordinates all arrangements; completes thorough record review of pre-sentence investigations & computerized criminal histories to locate pending indictment & warrants & to locate any sex offense convictions.

Operates computer to add, delete & retrieve information in database on all inmates; gathers & compiles technical information (e.g., inmate expiration of sentence date, parole hearing date, early release dates) & statistical data for reports to be distributed to judges & prosecuting attorneys within specific timeframes; updates inmate master files; notifies inmates of parole board hearing dates & release dates.

Opens, sorts & distributes mail; responds to correspondence & inmate kites; answers questions from institutional staff, inmates' families, other state & federal agencies & general public; assists in training new staff; assists supervisor with daily operations of office; maintains operations in absence of supervisor & ensures work flow is not disrupted in absence of other staff.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of employee training & development\*; records management; state laws & departmental rules governing handling of inmate records & sentencing laws/computations; detainer processing and sex offender designation & registration; decimals, percentages & fractions; technical writing or business communication\*. Skill in typing; operation of personal computer & office machines (e.g., fax machine, scanner\*, photocopier\*). Ability to deal with a variety of variables in familiar context; gather, collate & classify data; handles sensitive inquiries from officials, inmates & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 12 mos. trg. or 12 mos. exp. in processing, reviewing & preparation of adult correctional inmate or juvenile offender records & applicable state &/or departmental procedures, rules & laws.

-Or 9 mos. exp. as a Correction Records Management Officer, 63231.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to inmate conflict.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Records Management Supervisor	63235	EX	01/11/2015	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In the Department of Rehabilitation & Correction, manages adult correctional records office (i.e., Reception Centers &/or Operation Support Center),enforces policies & procedures relative to inmate records & supervises correction records management officers &/or other assigned staff;

OR

Assists bureau chief & relieves chief of routine duties (e.g., processes expungement orders from courts, prepares & tracks response to Attorney General requests for information & copies of documents in court & death penalty cases, manages master files of death row inmates, maintains current & inactive inmate legal files) & supervises correction records management officers &/or other assigned staff;

OR

In the Bureau of Records Management, approves release of inmates to temporary custody of local courts, out of state agencies under interstate agreement on detainers & United States Marshall for federal warrants (e.g., maintains tracking database for interstate agreement on detainers extradition requests, testifies in court regarding accuracy of inmate records & accuracy of sex offender registration requirements, oversees exemplifications of records for use by other law enforcement agencies both in & out of state, approves final pickup arrangements as made by subordinates staff for detaining authorities at inmate release, troubleshoots & resolves unusual or special circumstances) performs final quality check of subordinates staff's work, determines sex offender registration level & supervises correction records management officers &/or assigned staff;

**AND, IN ADDITION TO ONE OF THE ABOVE OPTIONS, PERFORMS OTHER RELATED DUTIES SUCH AS:**

Serves on standing & ad hoc committees as directed by warden; prepares correspondence (e.g., to judges, prosecutors, clerk of courts & outside agencies) concerning judgment entries, detainers, inquiries, complaints, jail credit & other related subjects within scope of administrative regulations concerning matters of interpretation & recording of sentence; consults with & advises warden regarding correctional records issues & concerns; advises inmates of pending detainers; prepares necessary documents for speedy trial in accordance with interstate agreement on retainers; notifies proper authorities in matters relating to inmates' status (e.g., release dates, parole dates, crime); reviews commitments received from courts & adult parole authority & assesses validity of commitment to ensure proper documents ordering offender into Department of Rehabilitation & Correction's custody; verifies accuracy of inmate master files; assigns inmate number; enters identifying information into DOTS portal; responds to inmate inquiries regarding sentence computations; screens & selects applicants for hire; completes performance evaluations; trains staff in correctional records activities & applicable statutes, regulations, case law & departmental policies; serves as investigatory officer & hearing officer in staff disciplinary matters; compiles data for monthly &/or statistical reports.

Submits projected budget for correctional records office; maintains inventory of &/or orders supplies & equipment; processes requests to purchase; administers special programs & projects; represents warden at meetings; conducts staff meetings to keep staff abreast of policy & procedural updates &/or to inform staff of institutional/departmental changes; operates LEADS computer terminal to receive BCI/FBI confidential information; serves as Terminal Agency Coordinator for LEADS terminals; provides training & testing & ensures compliance with LEADS administrative rules & policies; acts as liaison to Ohio Courts, out-of-state jurisdictions, government officials, private organizations, immigration authorities, federal agencies, Office of Attorney General & departmental staff & responds to complaints or inquiries concerning inmate records, policies & procedures; prepares list of inmates eligible for parole board hearings; receives & transfers inmate records; maintains population count; coordinates inmate movements to other institutions; maintains current & inactive inmate files.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques\*; correctional records management; state & departmental laws, rules & regulations governing inmate records; technical writing or business communication. Skill in operation of personal computer & office machines (e.g., fax machine, scanner, photocopier). Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify data; prepare operational & technical reports; handle sensitive inquiries from officials, inmates & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

18 mos. trg. or 18 mos. exp. in processing, reviewing & preparation of Ohio adult correctional inmate or Ohio juvenile youth records & applicable state &/or departmental procedures, rules & laws; 1 course or 3 mos. exp. in technical writing or business communication.

-Or 6 mos. exp. as Correction Records Sentence Computation/Release Officer, 63232.

-Or 15 mos. exp. as Correction Records Management Officer, 63231.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to inmate conflicts.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correction Records Sentence Computation Auditor/Release Supervisor	63236	EX	01/11/2015	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In the Bureau of Records Management manages adult correctional records office, authorizes release of inmates from prison, enforces policies & procedures relative to inmate records & supervises correction records sentence computation/release officers &/or other assigned staff;

OR

In the Bureau of Sentence Computation, manages adult sentence computation office, computes release dates based on appropriate sentencing laws, applies monthly earned credit, enforces policies & procedures relative to inmate records & supervises correction records sentence computation/release officers &/or other assigned staff.

OR

In the Department of Youth Services, manages total operation of assigned juvenile correctional facility records office or Central Office Records, verifies release of youth from facility, enforces policies & procedures relative to juvenile records & supervises records personnel &/or other assigned staff.

**AND, IN ADDITION TO ONE OF THE ABOVE OPTIONS, PERFORMS OTHER RELATED DUTIES SUCH AS:**

Performs extensive & comprehensive review & extracts data from court sentencing entries & inmate or youth records to establish crime, sentence, length of sentence & jail credit & to ensure release from prison or facility is appropriate; revises/corrects errors; establishes concrete release date for all inmates sentenced to Department of Rehabilitation & Correction; computes good time & earned credit in accordance with Ohio Revised Code, administrative rules & policy; ensures release documents are correct; adjusts release date based on earned credit; verifies sex offender registration is completed & forms are prepared properly; oversees all inmate sentence calculations are precisely in compliance with Ohio Revised Code, administrative regulations & departmental policies & procedures to ensure proper release of inmates or youth; reviews commitments received from courts & adult parole authority & assesses validity of commitment to ensure proper documents ordering offender into Department of Rehabilitation & Corrections' or Department of Youth Services' custody; follows up on any pending court actions; enters identifying information into JJCMS; ensures outstanding warrants & indictments are resolved &/or pick up arrangements are made by detaining authority for release of inmates; verifies proper body receipts & agreements are prepared for release; coordinates all facets of inmate or youth release with the prisons or facilities; halts releases when new information is received & reschedules as appropriate; notifies victims.

Serves on ad hoc committees as directed by bureau administrator or superintendent; prepares correspondence (e.g., to judges, prosecutors, clerks of courts, Ohio Attorney General's Office & outside agencies) concerning sentence computation, jail credit, release dates, grievances, inquiries, complaints & other related subjects within scope of administrative regulations; completes performance evaluations; schedules & trains staff in correctional records activities; serves as investigatory officer & hearing officer in staff disciplinary matters; tracks staff productivity & accuracy; compiles data for monthly &/or statistical reports.

Administers special programs & projects; represents bureau administrator or superintendent at meetings; conducts staff meetings to keep staff abreast of policy & procedural updates &/or to inform staff of institutional/departmental/facility changes; acts as liaison to Ohio courts, Office of Attorney General & department staff & prepares list of inmates or youth eligible for parole board hearings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of supervisory principles/techniques; correctional records management; state & departmental laws, rules & regulations governing inmate or youth records; technical writing or business communication. Skill in operation of personal computer & office machines (e.g., fax machine, scanner, photocopier). Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify data; prepare operational & technical reports; handle sensitive inquiries from officials, inmates, youth & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. exp. in processing, reviewing & preparation of Ohio adult correctional inmate or juvenile offender

records & applicable state &/or departmental procedures, rules & laws; 1 course or 3 mos. exp. in technical writing or business communication.

-Or 6 mos. exp. as Correction Records Management Supervisor, 63235.

-Or 12 mos. exp. as Correction Records Sentence Computation/Release Officer, 63232.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to inmate or youth conflicts.