

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

Correctional Records Management Officer

SERIES NO.:

6323

MAJOR AGENCIES:

Rehabilitation & Correction, Youth Services only

EFFECTIVE DATE:

07/10/2005

SERIES PURPOSE:

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

At the lower level, incumbents establish & review inmate 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 & if assigned supervise all records maintenance employees.

Note: This classification series is restricted for use by Rehabilitation & Correction and Youth Services

CLASS TITLE

Correctional Records Management Officer

CLASS NUMBER

63231

PAY RANGE

28

EFFECTIVE

01/23/1994

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 crime, sentence, case number, length of service & jail credit for each charge to be imposed from Court of Common Pleas & how they may be related to other charges & calculate inmate release dates & parole hearing dates & perform related clerical tasks.

CLASS TITLECorrectional Records Management
Supervisor 1**CLASS NUMBER**

63235

PAY RANGE

12

EFFECTIVE

07/10/2005

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 OR in Central Office serve as assistant to Assistant Chief of Bureau of Sentence Computation OR assist in management of Reception Center records office & if assigned supervise record center personnel; OR in Department of Youth Services manage total operation of juvenile correctional facility records office, enforce policies & procedures relative to juvenile records & supervise record center personnel.

CLASS TITLECorrectional Records Management
Supervisor 2**CLASS NUMBER**

63236

PAY RANGE

13

EFFECTIVE

07/10/2005

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of records management & state & departmental laws & rules governing inmate records in order to manage adult correctional records office (i.e., Reception Centers), record all court ordered felony commitments, analyze court documents, & enforce policies & procedures relative to inmate records OR in Central Office serve as Assistant Chief of Bureau of Sentence Computation & if assigned supervise record center personnel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Correctional Records Management Officer	63231	14	01/23/1994	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 crime, sentence, case number, length of sentence & jail credit for each charge to be imposed from Court of Common Pleas & how they may be related to other charges, calculates inmate release dates & parole hearing dates & operates video display terminal to enter data into computer.

Operates video display terminal to add, delete & retrieve information in computer data base on all inmates; gathers & compiles technical information (e.g., inmate End of Definite Sentence dates; parole hearing date; computations) & 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 & EDS dates; researches data & compiles monthly list of inmate EDS dates.

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

Opens, sorts & distributes mail; responds to correspondence & inmate kites; answers questions from institutional staff, inmates' families, other state & federal agencies & general public; responds to detainees 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.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; records management; state laws & departmental rules governing handling of inmate records*; decimals, percentages & fractions; technical writing or business communication*. Skill in typing; operation of typewriter & video display equipment; fax machine & 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 English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 1 course or 3 mos. exp. in records management; 1 course or 3 mos. exp. in typing.

-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>
Correctional Records Management Supervisor 1	63235	EX	07/10/2005	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.)

Manages adult correctional records office (i.e., excluding Reception Centers & Central Office) & enforces policies & procedures relative to inmate records;

OR

In Central Office serves as assistant to Assistant Chief of Bureau of Sentence Computation;

OR

Assists in management of Reception Center records office & if assigned supervises record center personnel.

Reviews commitments received from reception centers & verifies accuracy of inmate master files & ensures compliance with Ohio Revised Code (i.e., ORC) calculates & maintains proper & accurate inmate sentences, parole eligibility & release dates, jail time credit, good time & earned credit in accordance with ORC, administrative regulations & departmental policies & procedures, oversees all inmate sentence calculations precisely in compliance with ORC, administrative regulations & departmental policies & procedures to ensure proper release of inmates, approves release of inmates to temporary custody of local courts, out-of-state agencies under inter-state agreement on detainers & United States Marshall for Federal Warrants, provides consultation & advice to parent institution record office personnel to ensure compliance with applicable laws, regulations & agency policies & procedures, testifies in court regarding accuracy of inmates records & sentencing calculations, acts as liaison between correctional facility & courts concerning inmate records to include inmate sentences, jail credit, release dates & removals for court appearances, consults with higher-level correctional records management supervisor at record reception center regarding correctional records problems, issues &/or concerns, oversees exemplification of records for use by other law enforcement agencies both in & out-of-state.

OR

In Department of Youth Services manages total operation of assigned juvenile correctional facility records office, enforces policies & procedures relative to juvenile records & supervises record center personnel.

Enforces institutional & agency policies & procedures relating to record office functions; 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); 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; compiles data for monthly &/or statistical reports.

Submits projected budget for correctional records office; maintains inventory of &/or orders supplies & equipment; 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 law enforcement automated data system (i.e., LEADS) computer terminal to receive BCI/FBI confidential information; 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 video display terminal*. Ability to solve practical everyday problems; gather, collate & classify data; prepare operational & technical reports; handle sensitive inquiries from officials, inmates & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in processing, reviewing & preparation of Ohio adult correctional inmate 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 Correctional 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>
Correctional Records Management Supervisor 2	63236	EX	07/10/2005	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.)

Manages adult correctional records office (i.e., Reception Centers), records all court ordered felony commitments, analyzes court documents, & enforces policies & procedures relative to inmate records;

OR

in Central Office serves as Assistant Chief of Bureau of Sentence Computation & if assigned supervises record center personnel.

Records all court ordered felony commitments in compliance with Ohio Revised Code (i.e., ORC), analyzes court documents for accuracy to assess validity of commitment, calculates & maintains proper & accurate inmate sentences, parole eligibility & release dates, jail time credit, good time & earned credit in accordance with ORC, administrative regulations & departmental policies & procedures, oversees all inmate sentence calculations precisely in compliance with ORC, administrative regulations & departmental policies & procedures to ensure proper release of inmates, approves release of inmates to temporary custody of local courts, out-of-state agencies under inter-state agreement on detainers & United States Marshall for Federal Warrants, provides consultation & advice to parent institution record office personnel to ensure compliance with applicable laws, regulations & agency policies & procedures, testifies in court regarding accuracy of inmates records & sentencing calculation, acts as liaison between correctional facility & courts concerning inmate records to include inmate sentences, jail credit, release dates & removals for court appearances, consults with higher-level correctional records management supervisor at record reception center regarding correctional records problems, issues &/or concerns, oversees exemplification of records for use by other law enforcement agencies both in & out-of-state.

Enforces institutional & agency policies & procedures relating to record office functions; serves on standing & ad hoc committees as directed by warden &/or bureau administrator; 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); 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; compiles data for monthly &/or statistical reports.

Submits projected budget for correctional records office; maintains inventory of &/or orders supplies & equipment; 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 law enforcement automated data system (i.e., LEADS) computer terminal to receive BCI/FBI confidential information; 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 video display terminal*. Ability to solve practical everyday problems; 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 records & applicable state &/or departmental procedures, rules & laws; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 1 course or 3 mos. exp. in technical writing or business communication.

-Or 6 mos. exp. as Correctional Records Management Supervisor 1, 63235.

-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.