

LANCASTER COUNTY  
CORRECTIONAL RECORDS SPECIALIST

#### NATURE OF WORK

This is responsible work organizing and maintaining criminal history records.

Work involves participating in the maintenance of criminal history records including reviewing arrest records to insure completeness and accuracy; reviewing booking information on new arrests and contacting courts and law enforcement agencies within the County; and monitoring and maintaining a computerized criminal information system. Work may also involve serving as a disciplinary hearing officer, insuring that disciplinary actions are properly documented and administered. Supervision is received from the Correctional Records Manager.

#### EXAMPLES OF WORK PERFORMED

Participates in the maintenance of criminal history records including reviewing arrest records to insure completeness and accuracy.

Monitors and maintains a computerized criminal information system including participating in the development and application of computer programs.

Reviews booking information on new arrests and calculates release dates; and coordinates bonding information, release dates, and trial dispositions from all courts and law enforcement agencies within the County.

May serve as a disciplinary hearing officer insuring that all necessary information relating to a misconduct report is documented; notifies all involved concerning process and procedure of disciplinary actions; insures that disciplinary actions are fairly and consistently administered; and performs all recordkeeping duties related to the hearing outcome.

Prepares monthly statistical information related to release activities.

Performs record searches in response to criminal history activities.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and procedures of records management as they pertain to the maintenance of criminal records.

Knowledge of the judicial bonding and trial disposition process.

Knowledge of organizational and administrative policies and procedures.

Knowledge of the rules and regulations pertaining to the operation of a jail complex.

Ability to prepare and maintain confidential records and reports.

Ability to establish and maintain effective working relationships with law enforcement and court officials, co-workers, inmates and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent including or supplemented by course work in records management and criminal justice, and experience organizing and maintaining detailed criminal history records.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent including or supplemented by course work in records management and some experience in organizing and maintaining detailed record systems or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

\* Must be a citizen of the United States, possess good moral character, and be at least nineteen (19) years of age or older.

\* Must be fingerprinted within seventy (70) days of employment, and a search made of local, state, and national fingerprint files for disclosure of any criminal records; must be free of any convictions of crimes punishable by imprisonment in a federal or state penitentiary for a term of one (1) year or more, from which a pardon has not been received.

\* Must be examined by a licensed physician within sixty (60) days of employment, and meet the requirements of Medical Examination Form 40-7E (State of Nebraska).

\* As per Nebraska Jail Standards Act.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

1/85  
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