

LANCASTER COUNTY  
CORRECTIONAL RECORDS MANAGER

#### NATURE OF WORK

This is responsible supervisory work coordinating functions related to criminal history maintenance, pending criminal actions, and all operations of the Records division.

Work involves supervising and coordinating the maintenance of computerized criminal history records including managing mainframe and LAN software systems; coordinating and analyzing work methods to achieve maximum operating efficiency; and interpreting administrative policies, court commitments and orders in accordance with established procedures and State statutes. Work also involves providing training and assistance to Records personnel and other department personnel involved in records related activities and procedures. Supervision is received from an administrative superior with work being reviewed in the form of results achieved. Supervision is exercised over subordinate Records personnel.

#### EXAMPLES OF WORK PERFORMED

Coordinate and supervise all activities of the Records division including the maintenance of computerized criminal history records on mainframe and LAN software systems.

Develop new policies and procedures for admission processes and records maintenance; interpret administrative policies in accordance with established procedures; coordinate and analyze work methods to achieve maximum operating efficiency.

Interpret court commitments and court orders in accordance with State statutes and requests of the sentencing judge; prepare appropriate paperwork and disposition forms.

Perform criminal history record searches and inquiries as requested by inmates, family members, and federal, state, and local law enforcement agencies.

Serve as department liaison with local court personnel and local law enforcement agencies; act as departmental records expert for purposes of legal testimony.

Maintain criminal history files and arrest records for all persons placed in the custody of the Corrections Department; prepare and routinely audit a variety of computerized reports and statistical data related to the jail population; maintain inmate information for annual Federal agency reports.

Provide training and assistance to Correctional Lieutenants and Sergeants in the areas of computerized booking, releasing, scheduling court appearances, bonding procedures, CJIS data entry procedures, and general record keeping; train staff assigned to serve as Disciplinary Hearing Officers.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the principles, practices and procedures of records management pertaining to the maintenance of criminal records.

Considerable knowledge of the judicial bonding and trial disposition process.

Considerable knowledge of computerized and manual systems of records retention and retrieval.

Considerable knowledge of organizational and administrative policies and procedures.

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

Ability to prepare and maintain complex and confidential records and reports.

Ability to plan, assign, supervise and evaluate the work of subordinate personnel.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

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.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent including or supplemented by coursework in records management and two years of experience organizing and maintaining detailed record systems, or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States, and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Revised 5/97

PS5760