

SENIOR CORRECTIONAL RECORDS SPECIALISTDEFINITION

Under supervision, performs a wide variety of complex clerical duties in the Santa Ana Jail.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Interacts with a wide variety of people, including police personnel, other government agencies, inmates, and the public. Processes visitor and registrant paperwork; receives and deposits payment for bail bonds; answers phones, provides information, and responds to inquiries. Conducts person-to-person interviews with inmates to obtain information needed for booking or release and enters inmate data onto the computer. Inventories and accounts for inmate property, cash, bail bonds, etc. Receives inmate paperwork, reviews it for accuracy and completeness, and processes accordingly. Enters data into the jail management computer system and queries a variety of data systems for records checks, warrants, etc. Processes, updates, and maintains inmate files. Organizes court lists and prepares and verifies daily head count rosters. Assists in identifying, analyzing and providing solutions to operational problems/needs. Keeps daily use forms stocked and organized and compiles reports as requested. May assist supervisors with training and other duties. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey-level class in the correctional records clerical series. Incumbents are expected to perform the full range of duties and responsibilities, at the appropriate level, in the Records Unit. These duties entail varied, difficult, responsible and specialized clerical assignments in a jail environment, frequently requiring the application of specialized knowledge and skills gained through experience in the organization. Incumbents in this class are generally promoted from the Correctional Records Specialist class and are typically expected to perform their duties within established procedures and with minimum supervision. This classification differs from Correctional Records Specialist in that a Senior Correctional Records Specialist performs the full range of duties, at the appropriate level, especially duties of a more complex nature, and is expected to provide guidance, direction, assistance and training to new employees and Correctional Records Specialists.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school and permanent status as a Correctional Records Specialist, or any equivalent combination of education and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Modern office practices, procedures, systems and equipment; standard clerical techniques involved in data entry and filing; and proper communication procedures. Well-developed understanding of the specialized clerical functions, activities policies, procedures, and regulations of a Correctional records facility.

Ability to: Word process at a corrected speed of no less than 25 words per minute from clear copy; communicate effectively with a wide variety of people; use sound judgment in various situations; analyze and assess departmental policies and needs and make recommendations; follow oral and written instructions; adhere to prescribed routines; perform simple arithmetic computations; write legibly and use correct grammar and spelling; maintain effective relationships with police officers, coworkers, and the public.

SPECIAL REQUIREMENTS

Willingness and ability to work any shift, weekends and holidays.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are effective communicators with excellent interpersonal skills and solid leadership qualities. They are well-organized, accurate, detail oriented and demonstrate sound judgment in the daily performance of their duties. They prefer a fast-paced environment in a large, busy facility, and are able to work on several projects simultaneously, prioritizing assignments quickly and adapting well to changing circumstances. These outgoing and self-motivated individuals are courteous, friendly and professional when dealing with a variety of individuals.

Class title established per Council Resolution No. 96-030,
effective 07-1-96

Class title change from Senior Detention Records Specialist per Council Resolution
No. 2006-031, effective 07-01-06

Spec created 05/02/96
Senior Detention Records Specialist
Revised: 2/01
ADA Approved: 2/01