

CORRECTIONAL RECORDS SPECIALISTDEFINITION

Under immediate supervision, performs a variety of general and specialized clerical duties of moderate difficulty in the Santa Ana Jail.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

As one of the front-line employees at the Jail, 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. Interviews inmates in a direct contact environment, communicating in an effective manner to obtain information 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. Keeps daily use forms stocked and organized. Compiles reports as requested. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry-level class in the specialized correctional records clerical series requiring previous clerical experience of a general nature involving proficiency in communication, public contact, organization, data entry, and filing. Detailed instructions are given to new incumbents; however, as employees achieve proficiency in performing their assignments, they are expected to work with some independence of action. This classification is differentiated from Senior Correctional Records Specialist in that Correctional Records Specialists perform duties of less complexity and do not act in a lead capacity for any assigned shift. Classifications in the Correctional Records series are differentiated from those in the Police Records series in that Correctional Records incumbents perform functions relative to the successful operation of a jail facility; are required to communicate with and be in direct contact with inmates; and generally are not required to transcribe.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school and one year of clerical experience, which may include employment in a records bureau in a law enforcement agency; 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. Familiarity with the specialized clerical functions and activities assigned to a law enforcement records center is desirable but not required.

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 carrying out duties; follow oral and written instructions; learn assigned clerical tasks; 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 communicate effectively with a wide variety of people and exercise sound judgment in the daily performance of their duties. They are accurate and detail-oriented. They prefer the fast-paced, energetic environment of a large, busy facility, and are able to work on several projects simultaneously, prioritizing assignments quickly and adapting well to changing circumstances. These outgoing, mature, and self-motivated individuals work rapidly and effectively to assist others in a courteous, friendly and professional manner.

Class title established per Council Resolution No. 96-030,  
effective 7-1-96

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

Created 04/24/96

Reviewed: 12/02, 02/06

ADA approved: 12/02, 02/06