

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 003258
Grade: 17
FLSA: Non-Exempt**

CORRECTIONAL RECORDS COORDINATOR

DEFINITION OF CLASS:

The Correctional Records Coordinator performs administrative support duties to maintain, update, and manage inmate records; calculates and monitors release dates of inmates incarcerated at multiple detention sites; and coordinates and facilitates issuance of inmate release and discharge records and documents to authorized agencies and jurisdictions.

MAJOR DUTIES:

The work of a Correctional Records Coordinator covers several functional areas encompassing both administrative processes of the County Government and the knowledge of the program areas that are the responsibility of the department/agency to which assigned. This classification is responsible for the performance of a variety of administrative support and records coordination duties in the processing of incoming and outgoing inmates; maintaining inmate records, files and documents, and tabulating and calculating inmate sentence durations. Incumbents within this position also confer and communicate with a variety of County officials and staff to ensure inmate records are accurate and contain proper interpretation of court orders.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs a variety of administrative support and records coordination duties in the processing of incoming and outgoing inmates; maintains, manages, and controls inmate records, files, and documents; reviews, audits, and updates inmate case history files.
- Tabulates and calculates diminution of confinement for inmate sentences; verifies applicability of mandatory and non-mandatory time and length of incarceration; ensures accuracy of time served, statutory "good time" and date of inmate release; and ensures lawful confinement of individuals incarcerated at Department of Correction and Rehabilitation's detention facilities.
- Authorizes release of offenders as directed by courts; conducts warrant checks utilizing Montgomery County's Warrant System, Maryland Information Law Enforcement System, and National Criminal Information Center (NCIC).
- Interprets and applies a variety of codes, rules, regulations, and requirements as specified in the Annotated Code of Maryland, Code of Maryland Regulations, Justice Reinvestment Act, and related compliance directives to apply towards inmate sentencing orders, time served, program credits and diminution points; informs inmate, inmate families, internal staff, and others of current and new requirements, rules and regulations; and ensures inmate case files and orders are updated with revised directives.
- Facilitates and coordinates the transfer of inmates to external agencies, including for court appearances, medical appointments, educational and training sessions, law enforcement proceedings and related correctional events and activities.
- Prepares and audits active inmate criminal case history files and records; ensures accurate documentation of offender's court orders, legal proceedings, mediations and related actions; incorporates and includes confidential files and inmate records, including health records, family

history, credit and back records, and related information; and manages and monitors court decisions for release, rehabilitation or re-entry.

- Inputs inmate information into an assigned computerized system for offender tracking; compiles, develops, and maintains a variety of records, documents, and information to monitor total inmate population and housing locations within county facilities and home detention.
- Confers and communicates with district and circuit courts, judges, judicial clerks, state attorney's offices, federal, state, and local law enforcement, Federal Bureau of Investigation, US Marshalls, Bureau of Alcohol, Tobacco and Firearms and a variety of jurisdictions; analyzes and interprets sentencing orders; ensures appropriate interpretation of court orders; reviews order details for accuracy and discrepancies; and requests new commitment orders as required.
- Coordinates and oversees internal and external inmate temporary and permanent transfers, transitions and transport; monitors and manages extradition transfers to requesting jurisdictions; processes extradition waivers and inter-state compact agreements; coordinates and facilitates intra-state and inter-state Agreement Detainers and Writs of Habeas Corpus; and ensures timely transfer of offenders to respective home states upon resolution of charges and completion of time served.
- Ensures legal commitment of juvenile offenders; coordinates the transfer to juvenile facilities in compliance with judicial court orders and commitments.
- Processes and documents sex offender registration in compliance with state and federal laws; enters information on sex offender databases, including Criminal Justice Information System (CJIS), and the Victim Information and Notification Everyday (VINE) System; and communicates and coordinates the release of offenders with local law enforcement.
- Coordinates and communicates with Immigration and Customs Enforcement; determines severity of crimes committed; determines validity of Immigration and Customs enforcements requests for detainers as prescribed by policy and directives; and forwards requested records to facilitate deportation proceedings, as necessary.
- Facilitates and oversees weekend work program; coordinates with program participants to ensure understanding of requirements, conditions, expectations and consequences; and resolves conflicts.
- Provides assistance to inmates, program participants, offender families, public and private agencies and citizens requesting information and assistance; and responds to inquiries from inmates, relatives, court personnel, law enforcement agencies, attorneys, and counselors on inmate case history files.
- Evaluates and interprets information to determine actions to be taken, documents problem cases and makes necessary recommendations to improve expungement process; and receives and processes offender records from a variety of computerized databases in compliance with state's expungement laws.
- Collects data, statistics, and processes sentence diminution reports for offenders; obtains accurate final release dates and develops program statistical data reports; performs adjustments for industrial and special program time earned for detention services and pre-release/re-entry service divisions; and revises and adjusts records for inmates discharged and re-admitted for parole revocations.
- Prepares and reviews files for audit from Inspector General; makes recommendations for operational and functional improvements; responds to requests for information regarding inmates from law enforcement agencies, the court system, and other correctional agencies.
- Prepares and presents orientations for Correction Officers regarding the operations and role of the correctional records division.
- Performs related duties as required.

SUPERVISORY CONTROLS:

The Correctional Records Coordinator has full technical responsibility for the work and carries out all steps to complete assignments. Incumbents in this class identify potential problems, resolve most of the conflicts and problems encountered, interpret policy in terms of established objectives, and coordinate the assignment with others outside the work unit. The Correctional Records Coordinator may consult with the supervisor on some issues and is expected to keep the supervisor informed of work progress, potentially controversial matters, or far-reaching implications. The results of the incumbent's work, such as recommendations, completed plans, products, or services are reviewed by a supervisor.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

The work requires a wide range of knowledge encompassing both administrative processes of the County Government and knowledge of the program areas that are the responsibility and concern of the department/agency or organization to which assigned. Specific guidelines are normally available in the form of County policy such as the personnel regulations, bargaining agreements, procurement regulations, budget and finance guidelines, administrative procedures, and department/agency operating procedures, as well as federal and state regulations and laws. However, these may not be completely applicable or may not cover new or unusual situations.

COMPLEXITY:

The employee performs work consisting of various duties covering a wide range of processes and methods, such as those relating to established practices of an administrative or professional field. Assignments are diverse and often require analysis and assessment of unique or nonstandard situations where information is incomplete or contradictory. Analysis of issues, problems and information is critical at this level and thus incumbents within this classification are required to problem-solve in situations where clear guidelines or procedures do not apply.

SCOPE AND EFFECT:

The work of the Correctional Records Coordinator involves planning, organizing, implementing, and monitoring a range of assignments in support of the Correctional Records department. The purpose of the work is to ensure that the program/project achieves the desired results. The employee, in consultation with department management and other County staff, identifies resources needed (including, material, financial, personnel, etc.), and provides advise on policy and new approaches to accomplish the work. The work impacts a wide range of correctional and County department activities. The employee works with department management to establish criteria, formulate projects, and assess program effectiveness. Because the duties are aimed at optimizing the effective and efficient operation of the organization through administrative support, the impact of work is realized throughout the department and the County's Correctional System, to which the position is assigned.

CONTACTS:

Contacts are primarily with employees, supervisors, managers, and organizations within and outside the department/agency to which an employee is assigned. These interactions are generally of a cooperative nature with parties working toward mutual goals. The purpose of the contacts is to gather and provide information, address issues associated with the operations of the work unit and agree on courses of action. Employees meet, interview, advise and explain correctional system and record maintenance policies,

procedures and processes with the County, external agencies, law enforcement, court officials, as well as inmates and their families to inform them and others on proper activities and practices in order to be credited with time served, and correctional programs and services accessed. The incumbent provides subject matter expertise, advice, and recommendations in support of department activities.

PUBLIC SERVICE /ASSISTANCE:

Incumbents in this class offer support to clients on an on-demand and on-going basis, providing assistance to a variety of County administrators, court officials, law enforcement, and to inmates and their families through questioning investigation in order to determine the nature of assistance/services required.

HAZARDS:

Correctional Records Coordinators work in secured area of a protective custody environment requesting security precautions and procedures.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience in community based correctional services or public service, such as law enforcement or related fields that deal with a variety of offenders, one (1) year of which must have been in records management, including files/records reference, retrieval, and maintenance.

Education: Graduation from high school or high school certificate completion recognized in the State of Maryland.

Substitution: None

Equivalency:

None

Knowledge, Skills, and Abilities:***Advanced Knowledge of:***

- Codes, regulations and requirements with the Annotated Code of Maryland, Code of Maryland Regulations and Justice Reinvestment Act, and related regulations.
- Record-keeping and report preparation techniques.

Skill In:

- Data entry processes and procedures for relevant court information and/or internal documentation.
- Maintenance of up-to-date records in the criminal justice system.
- MS Word and Excel software and applicable software and computer systems.
- Interpretation, to compute, and to complete a sentence diminution for any individual sentenced to one of the department's four facilities.

Ability to:

- Perform a variety of administrative and coordination duties in the processing and maintaining records of incoming and outgoing inmates.
- Establish and maintain effective working relationships with associates, supervisors, court staff, the general public, and personnel of other agencies.
- Learn, interpret, apply, and explain rules, regulations, policies, and procedures.
- Learn incarceration facilities' organization, operations, policies, and objectives.
- Learn to operate a computer and assigned software.

- Conduct complete and accurate file searches.
- Work effectively under time constraints and conflicting priorities.
- Work independently on a wide variety of technical and administrative tasks.
- Attend meetings and perform other assignments at locations outside the office.
- Add, subtract, multiply, and divide quickly and accurately.
- Maintain records and files.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Work confidentially with discretion.

Licenses, Registrations, Certifications, or Special Requirements: None

Work Environment:

The work is primarily performed in a secured environment within a correctional facility and involves normal, everyday discomforts. The work environment is adequately lighted, heated/cooled, and ventilated and does not require that the employee take special measures to control environmental conditions.

Physical Demands:

The work requires ordinary physical effort including: sitting using microcomputer equipment, walking, standing, bending, and reaching for or carrying light items associated with working in an office environment. Work does not result in noticeable fatigue.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve months and, if promoted to a position in this class, will be required to serve a probationary period of six months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL PROTOCOL:

Medical History Review with a Drug/Alcohol Screen.

PROMOTION POTENTIAL:

This classification is a single level classification, with no series designations. There is no pre-defined vertical career ladder beyond the Correctional Records Coordinator classification.

CLASS SPECIFICATION HISTORY:

Class Established: December 1997
Revised: May 2004 (M)
June 2008 (M)
April 2010

August 2013
October 2014
August 2017
(Probationary Period) February 2020
January 2021 (M)