

FRANKLIN COUNTY SHERIFF'S OFFICE

Job Title: Corrections Records Officer

Bargaining Unit: Teamster 413

Hours of Work: Full time, holidays and weekends, 1st, 2nd and 3rd shift

Rate of Pay: \$17.45 per hour

Job Duties

Under general supervision, this position establishes and reviews files for persons coming into or being released from the Correctional facility for proper documentation; monitors the movements of inmates within the facility and is responsible for maintaining records for inmates related to slating, custody and releasing. Adds, deletes and retrieves information in databases on inmates; gathers/compiles technical information related to inmate custody and movements and statistical data for reports. Updates and logs inmate movements (e.g., transfers, releases; notifies chain of command of inmate status). Reviews information on inmates for accuracy and enters data into the jail management system including, but not limited to: criminal charges, detainers, mail, updates movement of inmate within facility, disciplinary actions, keep separate information from other inmates.

Responds to inquiries from staff, inmates, and the general public, in person or by phone. Other duties as assigned.

Knowledge Skills and Abilities

Knowledge of records management; state laws & office rules governing handling of inmate records*; decimals, percentages & fractions; technical writing or business communication. Skill in typing; operation of typewriter & computers, fax machine & photocopier. Ability to deal with a variety of variables in familiar context; gather, collate & classify data; handles sensitive inquiries from officials, inmates & general public.

Must be LEADS certified*

*may be developed after employment

Minimum Characteristics

High school diploma or GED; formal education in English & arithmetic, including reading, writing and speaking English; 1 course or 3 mos. experience in records management; 1 course or 3 mos. experience in typing; or equivalent combination of education and experience.

Unusual Working Conditions

May be exposed to inmate conflict.