

JOB POSTING
Salary: \$35,000.00

JOB TITLE: Records Officer
STATUS: Non-Exempt/Non-Union

DEPARTMENT: Jail
DEPARTMENT: 209

General Summary

The Records Specialist supports the Records Department by accurately maintaining inmate records in both physical and digital formats. This role involves data entry, document management, and coordinating with legal and correctional staff to ensure timely record processing. The position requires attention to detail, discretion, and the ability to work with sensitive information.

Supervision Received and Exercised

Reports to and receives direction from the Warden, Deputy Wardens, and Records Supervisor

Essential Duties and Responsibilities

Records Management & Compliance

- Maintain hard-copy and electronic offender records with strict confidentiality.
- Validate out-of-state warrants, collect necessary paperwork, schedule arraignments, and follow up on extradition hearings.
- Ensure compliance with Megan's Law by updating records and coordinating with the State Police database.

Court & Legal Coordination

- Receive and interpret court orders, ensuring accuracy and notifying proper authorities if amendments are needed.
- Confer with prosecutors regarding detainers, payment plans, and bond paperwork.
- Prepare reports on inmate parole/probation eligibility, conditional release, and population data.
- Schedule and coordinate all inmate court proceedings, including video hearings for Lawrence County and external jurisdictions.
- Schedule transport for inmates required to appear in other counties.
- Work with bond agencies to facilitate inmate release and ensure proper documentation.

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Inmate Communication & Support

- Maintain records of inmate progress through the court system and notify inmates of court dates, schedule changes, detainers, and new charges.
- Coordinate drug court assessments and rehabilitation facility placements in collaboration with legal counsel.
- Ensure DNA collection compliance before inmate release, as required by court orders.

Fiscal & Administrative Duties

- Track contracted inmates from other jurisdictions, coordinate paperwork, and collaborate with fiscal officers for billing and payment.
 - Prepare official correspondence related to inmate records and serve as a liaison between the jail, courts, and other agencies.
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Qualifications Education & Experience

- High school diploma or equivalent required
- Minimum of three years of experience in records management, legal administration, or a correctional facility setting.
- JNET Certification

Knowledge, Skills & Abilities

- Strong knowledge of legal procedures, inmate record management, and confidentiality laws.
 - Maintain JNET certification
 - Proficiency in maintaining and interpreting legal documents, including court orders and extradition paperwork.
 - Excellent organizational, analytical, and problem-solving skills.
 - Ability to interact professionally with law enforcement, legal representatives, and inmates.
 - Proficiency in Microsoft Office and records management software.
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Working Conditions

- Work is performed in an office setting within a correctional institution.

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- Moderate physical activity, including lifting up to 25 pounds.
 - May require prolonged sitting, standing, or walking.
 - Exposure to computer screens for extended periods.
 - Interaction with inmates may be required.
 - Subject to stress due to the nature of the role and handling sensitive legal matters.
 - Essential employee — may be required to work beyond standard hours during emergencies.
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Salary & Benefits

- Competitive salary based on experience and qualifications.
 - Comprehensive benefits package, including health insurance, retirement plans, and paid time off.
 - Professional development and training opportunities.
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Other Requirements:

- Possession of a valid driver's license may be required.
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The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.