

Oklahoma Department of Corrections
Unclassified Job Descriptor

RECORDS COORDINATOR

Basic Purpose:

This position directs the functions of the Offender Records Unit and serves as the centralized source of offender information for staff, the public, and for state and federal agencies.

Typical Functions:

- Supervises and coordinates the agency's response to requests for offender information, including the release of information to other government entities regarding an offender's current status, prior conviction information for prosecuting attorneys nationwide, and providing current information to offender families.
- Testifies in state and federal courts as an expert witness regarding sentence administration and offender records related matters as needed.
- Provides guidance and training to agency records officers on the administration of sentences imposed by the courts and associated time calculation.
- Functions as the agency expert in the service of sentences, application of earned and achievement credits and determination of offender release dates.
- Provides guidance to the records maintenance and time calculation operations of private prisons, including the authorization of offender release from such facilities and training of private prison staff.
- Communicates with the administrator of Sentence Administration to ensure consistent interpretation and application of policy and procedure.
- Provides technical guidance and assistance to users and Information Technology staff on the functionality of the Offender Management System (OMS). Participates in the development of the new offender information management system to include writing acceptance tests, developing test data, testing of system, suggesting changes, validating system performance in accordance with established deadlines.
- Provides guidance on the development and implementation of reports generated from the offender management system. Advises the Administrator of Sentence Administration of the status of system issues as needed.
- Manages the staff and resources for the assigned area.

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Knowledge, Skills, and Abilities:

Knowledge of policies, procedures and laws which govern the administration of court-ordered sentences and the records which must be maintained to document the enforcement of those sentences; of mathematical computations; and of the general operations of the criminal justice system including corrections. Ability is required to gather and organize information and data from other documented sources; to conduct several tasks simultaneously; to read and comprehend policies and procedures, manuals, statutes, rules and regulations; to communicate decisions; and to establish and maintain effective working relationships with others.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three years of experience in correctional records management or social casework which involved the classification and assignment or field supervision of offenders; or an equivalent combination of education and experience.