

Oklahoma Department of Corrections
Unclassified Job Descriptor

**SENTENCE ADMINISTRATION/OFFENDER RECORDS/
REGISTRIES MANAGER**

Basic Purpose:

This position is responsible for the management of Sentence Administration, Consolidated Records and Sex and Violent Registration units within the department.

Typical Functions:

- Responsible for planning, developing, and administering the proper execution of sentences as prescribed by law, the custody and maintenance of offender records, and the sex and violent offender registries.
- Develops, implements, and interprets related policy and procedure in accordance with applicable and current law.
- Represents the department and the state as an expert witness with the courts, legislature, and public.
- Responsible for the development and maintenance of the statewide training curriculum for correctional records officers.
- Responsible for ensuring the consistent application of policy and procedure through the auditing of inmate records by sentence administration.
- Manages the budget, staff, and resources for the assigned areas.

Knowledge, Skills, and Abilities:

Ability to plan, direct and coordinate activities of others; to interpret, analyze and resolve highly complex technical information; to communicate effectively, both orally and in writing; in establishing and maintaining effective working relationships with others; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. Knowledge of and skill in the use and application of appropriate information technology.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years professional experience or an equivalent combination of education and experience.

Preferred Qualifications: N/A