New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2548100

Incarcerated Records Coordinator 1, Grade 14 2548100
Incarcerated Records Coordinator 2, Grade 18 2548200

Brief Description of Class Series

Incarcerated Records Coordinators are classified for the Department of Corrections and Community Supervision (DOCCS) and are responsible for processing and maintaining records associated with the incarcerated population in the State correctional system. This includes legal documents such as commitments, court orders, writs, warrants, affidavits, detainers, and related legal records, and records on incarcerated admissions, releases, transfers, overnight trips, escapees, and absconders.

Distinguishing Characteristics

Incarcerated Records Coordinator 1: serves as the highest level incarcerated records administrator and supervisor in a correctional facility that has less than 700 incarcerated individual beds; or serves as overall assistant to the Incarcerated Records Coordinator 2 in a correctional facility that has 1,200 or more incarcerated individual beds, or that is designated as a maximum security facility, hub core facility, or major reception center, or includes a maximum security special housing unit. Incumbents supervise one or more clerical support staff in processing and maintaining incarcerated records.

Incarcerated Records Coordinator 2: serves as the highest-level incarcerated records administrator and supervisor in a correctional facility that has 700 or more incarcerated individual beds, or that is designated as a maximum security facility, hub core facility, or major reception center, or includes a maximum security special housing unit. Incumbents supervise one or more clerical support staff in processing and maintaining incarcerated records.

As the highest-level position in an incarcerated records program, positions of Incarcerated Records Coordinator 1 and 2 are similar. However, the responsibilities of the Incarcerated Records Coordinator 2 are more extensive because this class is responsible for supervising a larger facility incarcerated records program and/or a program complicated by the facility's designation as a maximum security, hub core or reception facility, or includes a maximum security special housing unit. The

responsibilities of the Incarcerated Records Coordinator 1 are less extensive because of the limited size and scope of the facility program.

Related Classes

Office Assistant 2 positions assigned to Incarcerated Records Offices assist the Incarcerated Records Coordinator and supervise Office Assistant 1 (Keyboarding) in the processing and maintenance of incarcerated records.

Office Assistant 1 (Keyboarding) positions assigned to Incarcerated Records Offices assist positions of Office Assistant 2 and Incarcerated Records Coordinator 1 and 2 in the processing and maintenance of incarcerated records.

Illustrative Duties

Incarcerated Records Coordinator 1

When assigned to a correctional facility that has 1,200 or more incarcerated individual beds, or that is designated as a maximum security, hub core or major reception facility, or that includes a maximum security special housing unit:

- Serves as overall assistant to the Incarcerated Records Coordinator 2 in processing and maintaining all records of incarcerated admissions, releases, transfers and movements and decisions affecting incarcerated legal time.

- Supervises and trains positions of Office Assistant 2 and Office Assistant 1 (Keyboarding) in processing and maintaining incarcerated records.

- Assists in establishing work schedules and work priorities.

- May substitute for the Incarcerated Records Coordinator 2 in their absence.

Incarcerated Records Coordinator 1 & 2

When assigned as the highest-level incarcerated records administrator and supervisor in a facility:

- Reports to the Superintendent.

- Supervises, trains, schedules and evaluates positions of Office Assistant 2 and Office Assistant 1 (Keyboarding) in processing and maintaining incarcerated records.

- Provides technical assistance and advice to the Superintendent.

- Maintains daily count of incarcerated individuals and determines and projects vacancies based on transfers, admissions, releases and movement to SHU or infirmary.

- Coordinates incarcerated transfers into the facility by notifying offices of incoming transfers, reviewing legal and I.D. files for accuracy and completeness, distributing records and reviewing records of incarcerated personal property.

- Coordinates incarcerated transfers out of the facility by reviewing transfer orders, notifying all offices of outgoing incarcerated individuals, collecting records and personal property and notifying receiving facilities

- Coordinates incarcerated individual trips for medical and personal reasons and processes required records.

- Processes commitments, court orders, writs, warrants, affidavits, detainers and related legal documents

- Coordinates the storage of incarcerated individual personal property.

- Processes and records all necessary information on absconders and escapees.

- Processes confidential correspondence from incarcerated individuals, families, courts and local, State and Federal agencies.

- Coordinates incarcerated individual trips to court by reviewing legal documents, issuing special orders to appropriate offices, preparing escort envelopes and reviewing records on court returns for changes in legal status.

- Schedules Time Allowance Committee hearings and records decisions.

- Records incarcerated individuals' Parole Board decisions.

- Ensures that incarcerated individual legal dates are correct based on commitment papers, sentencing laws and Parole Board decisions.

- Computes incarcerated individual time in accordance with sentences on commitment and subsequent decisions affecting incarcerated time.

- Coordinates releases by determining incarcerated individual release status and storing and retrieving records.

- Liaises with Central Office and other facilities to resolve questions and coordinate incarcerated movements.

- Compiles incarcerated records for the Attorney General's Office upon request.

- Researches incarcerated records and responds to questions as appropriate from agency and facility staff, incarcerated individuals and other jurisdictions.

Minimum Qualifications

Incarcerated Records Coordinator 1

Promotion: one year of permanent service in an office assistant, clerical, or keyboarding title allocated to Grade 9 or higher, or as an Offender Rehabilitation Aide or Program Aide; or two years of permanent service as an Office Assistant 1 (Keyboarding).

Incarcerated Records Coordinator 2

Promotion: one year of permanent service as an Incarcerated Records Coordinator 1 or Office Assistant 3; or two years of permanent service in an office assistant, clerical, or keyboarding title allocated to Grade 9 or higher, or as an Offender Rehabilitation Aide or Program Aide.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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