



OPPORTUNITIES



IN ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL

NOTICE OF VACANCY

RECORDS TECHNICIAN

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

The **Records Technician** receives and disburses information from a variety of sources, which includes arrest worksheet; warrants; commitment orders; detainers; and disposition orders. Communicates on a daily basis with officers of the courts on all inmate court activities: preliminary hearings through video links; pre-hearings; sentencing and releases. Supervision of inmate filing system which includes court dates, charges, bond information, sentencing and release information; assists other law enforcement agencies with gathering record information on inmates; communicates with Department of Corrections regarding court orders and sentence computation where appropriate and assists in arranging transfer of inmates to state Department of Corrections or other institutions. Essential functions include, but are not limited to, the following:

- Maintains all inmate records relating to court dates, bonds, charges, attorneys, local and state identification numbers, offense dates, and felony and/or misdemeanor charges for a daily inmate population of 400+ inmates;
- Computes, manually, all jail sentenced inmates projected release dates, daily, to ensure compliance with state law.
- Computes, manually, all jail sentenced 60+ inmate trustee worker credits to their projected release dates to ensure compliance with state law, bi-weekly and as needed by the Department of Corrections;
- Inputs and maintains data, daily, into jail Pistol database concerning all incarcerated inmates booked in and released;
- Ensures that all commitment and release paperwork, warrants and detainers are legal, as required by law;
- Maintains a certification to operate the VCIN/NCIC system and ensures inmates being processed for release are not currently wanted and if wanted handles any hits for verification;
- Communicates daily with Magistrates concerning bond information and release information on all inmates being released;
- Assists the LIDS technician to ensure correct inputting of data information into the state LIDs system on all 400+ incarcerated inmates and any inmates that have been released; communicates daily with Dept of Corrections regarding inmate records;
- Prepares monthly statistics for administration (regarding bookings and Releases);
- Assists court clerks, clerks and sheriff deputies in information on inmates;
- Queries data from the Virginia Court Case Information system for court case information pertaining to incarcerated inmates;
- Locates and communicates with other jurisdictions regarding incarcerated inmates and any other current or past charges;
- Files and prepares folders and charge information cards for all 400+ incarcerated inmates;
- Answers inquiries daily from inmates, Probation and Parole, OAR, Region 10, Law Enforcement Agencies, the general public, attorney's, Department of Corrections, Federal Agencies, Court Systems, Bondsman and the Media;
- Answers 100+ phone calls daily from Probation and Parole, OAR, Region 10, Law Enforcement Agencies, the general public, Attorney's, Department of Corrections, Federal Agencies, Court Systems, Bondsman and the Media;
- Prepares monthly and daily reports for Department of Corrections;
- Answers inmate request manually and face to face regarding their charges and other records information as needed;
- Prepares court sheets daily and updates dispositions from all local and outlying courts for all 400+ incarcerated inmates;
- Operates and faxes daily rosters and reports to all courts, public defender, victim witness, sheriff departments and Commonwealth's Attorney daily; assists jail employees with information on inmate's records.

QUALIFICATIONS: Ability to handle multiple tasks under constant and extreme pressure; thorough knowledge of business English, spelling and arithmetic; ability to interpret and apply policies and procedures; ability to establish and maintain effective working relationships with others; ability to work independently in the absence of specific instruction; ability to meet the public effectively. Graduation from high school or GED, some college experience preferred. Prefers experience in record keeping and time calculation but not required. A comparable amount of training and experience may be substituted for the minimum qualifications. **Candidates must complete an Albemarle- Charlottesville Regional Jail application for this position.** (Applications are available on our website at www.acri.org/)

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. **SPECIAL REQUIREMENTS:** Possession of a valid driver's permit issued by the Commonwealth of Virginia.

SALARY: \$31,058 -\$46,587/annually, depending on experience and qualifications

DEADLINE FOR APPLICATIONS: Open Until Filled

APPLY: 160 Peregory Lane

Charlottesville, VA 22902 434-977-6981 extension 210

EQUAL EMPLOYMENT OPPORTUNITY

The Albemarle Charlottesville Regional Jail does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.