

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

OFFENDER RECORDS ASSISTANT 1, 2, 3
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future offender records assistant positions located within the Department of Corrections or the Department of Health and Family Services. Positions allocated to this classification spend a majority of time performing records office support functions relating to offender files and offender status in an assigned institution. This classification specification is not intended to identify every duty assigned to the positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information.

B. Inclusions

The positions in this classification series are located within the Department of Corrections or the Department of Health and Family Services and spend a majority of time performing records office support functions relating to offender files and offender status at an assigned institution or records unit.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions not located in the Department of Corrections or the Department of Health and Family Services.
3. Positions not performing, for a majority of time, records office functions related to offender records and offender status.

4. Positions which, for a majority of time, are responsible for coordinating offender lawsuits or other litigation and ensuring the lawful commitment and release of offenders at state institutions through a review of legal records and court sentences more appropriately classified as Offender Registrar or Offender Records Supervisor.
5. Positions which, for a majority of time, provide program support to institution programs outside of the records office but not maintaining offender legal and social service files; tracking offender status regarding parole hearings, coordinating offender release and/or transfer, or performing sentence determination.
6. All other positions more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees typically enter this series by competitive examination. This is not a progression series; reclassification to a higher level may be permitted by demonstrating that the changes in duties and responsibilities justifying the class change are a logical and gradual outgrowth of the original position's previous duties and responsibilities and a majority of the work is defined at the higher level. Competition is required for those Offender Records Assistant positions designated as leadworker.

II. DEFINITIONS

OFFENDER RECORDS ASSISTANT 1

This is either an entry or an objective level for positions performing offender records duties within the Department of Corrections (DOC) or Department of Health and Family Services (DHFS). Positions are allocated to this level as either: (1) the entry level for records positions that will eventually progress to the Offender Records Assistant 2 level, progressing from close to general supervision; or (2) the objective level for positions performing routine records office functions where the scope of the job is limited to one major program function as described in the objective level definition below.

Objective level positions coordinate, for a majority of time, the flow of information relating to records documents, forms, and offender files through the records office. Positions will perform any combination of the following functions: transcribe notes, policies, meeting minutes; answer routine telephone calls about records office functions or policies; maintain visiting lists/requests and schedule visitation times; maintain or file institution records including daily/routine institution statistics (e.g., population statistics, population movement within a Type 1 institution, daily counts, bed availability); photograph and/or fingerprint offenders; receive open records requests, forwarding them to appropriate staff; closing out offender files; maintaining social services files; entering offender data into a DOC database (e.g., Corrections Integrated Program Information System, Corrections Accounting Cashier's Unit); or tracking and maintaining offender files in the DOC-Central Records Unit (e.g., establishing probation and parole case records, processing admission/releases, processing violation warrants or revocation orders).

The objective level positions may perform one of the following two job functions: (1) maintaining offender transfer and/or release files, this may include monitoring the movement and status of offenders through the Intensive Sanctions program; or (2) coordinating the parole process at an institution. Objective level positions operate under general supervision.

Representative Objective Positions

Division of Adult Institutions, Oshkosh Correctional Institution (OSCI) – This position is responsible for the parole process and providing clerical support in the OSCI Record Office. Duties include parole process management and the maintenance of social service files. This position also provides program support to the Records Office during the absence of other staff (e.g., back up services in the transfer and release of offenders and their files).

Division of Adult Institutions, Dodge Correctional Institution (DCI) – This position is responsible for the Photo Lab and Fingerprinting area of the Record Office. This includes taking, developing, printing and distributing offender mug photos; fingerprinting all admissions; maintaining photo and fingerprint records; and providing miscellaneous clerical services.

Division of Adult Institutions, Dodge Correctional Institution (DCI) – This position is responsible for monitoring the CIPIS database for messages specifying individuals being transferred out of DCI to include accessing messages, reviewing the status of those named for conflicts that may prevent transfer, copying and distributing such notices throughout the institution, and assembling/preparing the appropriate documents to accompany the offender when transported. This position is also responsible for the timely and accurate preparation of DOC forms for Security and initial routing of release dates on each admission. This position is also responsible for ensuring the accurate completion of the self report form by each offender at time of admission to DCI – Assessment and Evaluation Center.

Central Records Unit – Under general supervision, this position is responsible for maintaining active and inactive offender case records; assisting with the distribution of CACU output documents; and preparing case files for transfer to the State Records Center for storage.

Central Records Unit – Under general supervision, this position establishes computerized records of Wisconsin probation cases, probation and parole cases accepted for supervision in Wisconsin from other states, conditional release cases, and Interstate Compact cases supervised by Wisconsin (e.g., verify client number, code fields, data entry on all cases). This position utilizes the CACU and CIPIS programs to verify and enter offender data.

OFFENDER RECORDS ASSISTANT 2

This is the objective level for positions performing records office duties in multiple program areas under general supervision. Work assigned to positions at the journey level must include at least two of the following functions for a majority (51% or more) of the position's time: (1) maintaining offender release and/or transfer files, this may include monitoring the movement and status of offenders through the Intensive Sanctions program; (2) coordinating the parole process including maintaining parole commission contacts, establishing parole hearing lists and/or coordinating parole hearings; (3) maintaining offender legal files or documents including: recording offender information from the courts/official agencies, posting conduct reports, maintaining certified documents (e.g., warrants, affidavits, detainers), processing court transcripts, and recording FBI/CIB numbers; or (4) performing sentence computations on offender files (e.g., parole eligibility date, mandatory release date, and discharge date). Positions may also perform tasks relating to: direct services to offenders such as consulting/advising offenders on records office procedures; training other staff members; receiving telephone calls from legal agencies, law enforcement agencies, attorneys, Parole Commission, offenders, or staff; interpreting policy changes or sentences to offenders; and coordinating court appearances.

Representative Positions :

Division of Adult Institutions, Jackson Correctional Institution – This position determines and establishes parole eligibility and coordinates materials for monthly parole hearings; computes mandatory release, discharge, and parole eligibility dates in compliance with statutory requirements; responds to legal or time/release inquiries from other agencies; and maintains offender legal and social service files.

Division of Community Corrections, Intensive Sanctions Program – This position performs a variety of duties ensuring the commitment and release of offenders supervised under the Intensive Sanctions program. The position is responsible for preparing data for parole considerations, determining sentence structures, and coordinating offender applications for consideration for Intensive Sanction supervision, as mandated by Statutes. The position maintains offender records and assists in the performance of other program support services as required.

OFFENDER RECORDS ASSISTANT 3

This is the objective level for positions responsible for sentence structure determination and/or sentence computation for a majority of the time under general supervision. This work includes legal coordination with law enforcement for violators. In addition, these positions are responsible for other duties, including but not limited to: providing direct services to offenders such as consulting with or advising offenders regarding their sentence(s) and status; reviewing legal files/appeals; testifying at escape trials; and providing in-house training to other staff a significant portion of time. Work is performed under general supervision

Representative Position:

Division of Adult Institutions, Waupun Correctional Institution (WCI) – This position provides program support to the Record Office. This position is responsible for preparation of computations and related functions; coordination with law enforcement and other agencies for the return of violators and other felons to counties/state for prosecution; coordination of information on institution offenders in compliance with Administrative Code; processing of incoming and outgoing files on offender transfers; and performing other Record Office functions. Position may also be responsible for assisting in the apprehension and/or extradition process; or providing initial recommendations on Open Records Requests and drafting responses as directed.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience providing reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective February 15, 1998, and announced in Bulletin CC/SC-81 to describe positions performing records office functions in the Department of Corrections or the Department of Health and Family Services. The specification was modified effective June 7, 1998 and announced in Bulletin CC/SC-87 to correct an omission due to a clerical error. The third paragraph under the Offender Records Assistant 1 definition was revised to read: “The objective level may perform one of the following two job functions...” Positions in this classification series were formerly classified within the Program Assistant classification series.