

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS ASSISTANT II - RECORDS

Spec No. 4015

BASIC FUNCTION

To perform a variety of complex duties related to prisoner records and release for the Snohomish County Sheriff's Office Jail and Work Release Facility.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Screens paperwork concerning prisoners from criminal justice and other agencies and initiates appropriate processing; makes necessary calls to courts, attorneys and agencies; establishes transport lists and notifies other staff members as necessary.
2. Authorizes prisoner releases not defined as high risk; prepares high risk releases for supervisory approval.
3. Checks state and national computer systems for prisoner information and for outstanding warrants that would prevent release.
4. Gathers, enters and updates information concerning prisoners into computerized and manual information systems; prepares reports as assigned.
5. Compiles lists of prisoners scheduled for court, transport, and release; makes necessary calls to courts, attorneys and others using all available information to insure accuracy; notifies appropriate staff of scheduled actions.
6. Verifies and approves computer assigned release dates and pretrial credit for time served for sentenced prisoners.
7. Completes court documents for each sentenced prisoner concerning satisfaction of the sentence or failure to appear to serve within specified time of due date.
8. Corrects computer entry errors made by others; purges bad data and restructures information as needed, utilizing computer powers restricted to records staff; notifies supervisors of recurring errors by staff.
9. May perform all the duties of a Corrections Assistant.
10. Performs related clerical duties and assists in other areas as required.

MINIMUM QUALIFICATIONS

Two (2) years of clerical experience, including at least six (6) months of data processing experience using the CoTS computer systems; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests. Must be a United States citizen or lawful permanent resident.

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SPECIAL REQUIREMENTS

Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation, and pre-employment drug screening. Candidates must be at least 21 years old at the time of application. No maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures, including computerized data entry
- the rules of grammar, spelling, punctuation and word usage
- basic mathematic calculations

Ability to:

- work independently and under pressure, meet dead lines and cope with interruptions
- establish and maintain effective working relationships with criminal justice system officials and staff, other county employees and the general public
- learn and be able to clearly explain applicable federal and state laws and county ordinances and established policies, procedures and practices of the Snohomish County Jail
- exercise good judgment under stressful circumstances
- operate standard office equipment
- maintain accurate records and prepare required reports

SUPERVISION

Employees receive general supervision from a supervisor or an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. Employees carry out recurring assignments on their own initiative and receive additional, specific instructions for new or unusual assignments. Work may be checked to ensure timely completion and accuracy.

WORKING CONDITIONS

The work is performed in a maximum security detention facility. Employees may be required to work various shift assignments (day, swing, graveyard) including, weekends, nights and holidays as required. Mandatory overtime may be required on short notice.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: July 1987

Previous Spec No. 520557

Retitled and Revised: November 1989

Revised August 2009, March 2010, June 2018

Previous Job Description Approved September 2, 2009

EEO Category: 6 – Administrative Support

Pay Grade: 307 - Corrections Support Pay Plan

Workers Comp: 6905 Law Enforcement

Approved by the Snohomish County Civil Service Commission May 5, 2010.

Approved by the Snohomish County Civil Service Commission June 6, 2018.