

SNOHOMISH COUNTY JOB DESCRIPTION

CORRECTIONS RECORDS AND DATA MANAGEMENT SUPERVISOR

Spec No. 4020

BASIC FUNCTION

To supervise and coordinate the activities of the Records Section of the Department of Corrections; to include developing, implementing, and maintaining the department's comprehensive records management program in compliance with state laws and regulations and serves as the Bureau's Public Records Officer.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, supervises and evaluates the work of subordinate employees; recommends the hiring, discipline, transfer, promotion and termination of employees.
2. Provides direct supervision to subordinates; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day to day personnel questions and problems.
3. Analyzes and resolves problems and questions encountered in the work which subordinate level employees cannot answer; receives, investigates and resolves complaints and problems from outside agencies and the public.
4. Authorizes inmate releases and investigates complex questions concerning inmate status.
5. Supervises the preparation of inmate population reports required by state and federal governments.
6. Responds to requests from other agencies for inmate information; investigates and corrects complex data errors in inmate records.
7. Insures the calculation of release dates and pretrial credit for time served for sentenced inmates.
8. Department liaison with outside agencies having access to department records.
9. Responsible for coordinating access to the Jail Management System and the resolution of any related issues.
10. Monitors and maintains operation of Inmate Telephone System; coordinates the entry of user security, updates and adds phone blocks.
11. Receives and coordinates the response to public records requests. Insures compliance with all mandated timelines and applicable laws.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Responsible for developing and maintaining a comprehensive records management system to ensure compliance with the retention schedule for documents and records established by the Washington State Archives.
13. Recommend changes to procedures within the agency to insure timely and efficient responses to public record requests.

STATEMENT OF OTHER JOB DUTIES

14. May perform all the duties of subordinate level employees in the work unit.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in records management, business, public administration or closely related field; AND, three (3) years of progressively responsible records management experience, AND, six (6) months supervisory experience; OR, any equivalent combination of training and/or experience which provides the required knowledge, skills and abilities. Certified Records Manager certification preferred. Must pass job related tests. Must be a lawful permanent resident or United States citizen.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of information management
- legal terminology, documents and document processing procedures
- Confidentiality and security of records
- Public disclosure and right to privacy laws

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KNOWLEDGE AND ABILITIES (Continued)

- legal and procedural issues that have direct effects on the design of an automated records management system
- standard office practices and procedures
- computer applications and database structures
- supervisory methods and techniques

Ability to:

- organize and supervise the work of subordinate employees
- establish and maintain effective working relationships with superiors, peers, subordinates and the general public
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds
- maintain necessary records, documentation and prepare required reports
- effectively train, coordinate and evaluate the work of subordinate employees
- read, interpret and apply laws, rules, codes and procedures which govern the work unit;
- understand and execute oral and written instructions
- critically analyze and resolve work related problems, computer hardware and software problems
- work independently and under pressure, meet deadlines and cope with interruptions
- exercise good judgment

SUPERVISION

Employees receive limited supervision from an administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, status reports and from results obtained.

WORKING CONDITIONS

The work is performed in a maximum security detention facility. The employee may be required to work various shift assignments including weekends, nights and holidays. May be required to lift items weighing approximately thirty (30) pounds. May sit at a computer 2+ hours a day.

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 Corrections Assistant, Sr.

Revised and Retitled: March 1990 Corrections Records Supervisor

Revised and Retitled: November 1998

Revised: April 2002, June 2018

Pay Grade Revised: August 2007, January 2019

EEO Category: 2 – Professionals

Pay Grade: 242 – Corrections Supervisor Pay Plan

Workers Comp: 5306 Non-Hazardous