

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**7 RECORDS ADMINISTRATOR – MCCF**  
**\$22.67/hr – 40 hrs/wk**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 01/13/2026

REMOVE: 01/17/2026

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

RECORDS ADMINISTRATOR

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative functions associated with maintaining inmate records, coordinating legal proceedings of inmates' commitment and release, and serving as contact person between the correctional facility and other criminal justice agencies throughout the country.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Authorizes individuals release from incarceration on bail in lieu of a Magisterial District Justice or Clerk of Courts.

Calculates credits towards sentences and establishes minimum and maximum release dates for County and State Probation and Parole Agencies.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Maintains inmate records for the county's correctional facility; maintains computerized and hard-copy inmate records and files.

Coordinates legal proceedings of inmates' commitment and release; reviews legality of commitments and releases; computes sentences and time credit of incarcerated inmates; schedules pre-planned commitments and inmate releases; schedules all legal inmate movement; coordinates inmate transfers with sheriff's office.

Serves as liaison between the Correctional Facility and the County's Information Services vendor.

Suggests changes to policy and procedures.

Oversees the movement of inmates to and from courts, offices, agencies, and other correctional facilities.

Insures that all commitment papers, disposition, and body receipts are properly filled out and signed by the proper authorities.

Compiles prison inmate records; maintains statistics on a daily, monthly, and quarterly basis; prepares reports for Warden, Deputy Wardens, Pennsylvania Department of Probation and Parole, and other agencies.

Ensures that detainees, other sentences, bail, release dates, etc. are properly logged or removed from inmate records as required, to discharge inmates on a timely, but not premature basis.

Ensures that confidential information that would violate the constitutional rights regarding inmates is not released to the public or media.

Coordinates formal extradition proceedings with District Attorney Office and wanting agency.

Interprets court orders.

Brings errors in signed court orders to proper authority for correction.

Conducts criminal background checks and wanted persons checks on all new commitments.

Maintains inmate records for the County's correctional facility; maintains computerized and hard-copy inmate records and filed.

Coordinates with and assists the County's Information Services vendor during computer problems, upgrades, etc.

Serves as contact person between the correctional facility and other county, state, and national agencies/individuals regarding records of both current and previous inmates; responds to requests for information or records from support staff and outside agencies, which may include county/state judges, county/state probation officers, public defender's office, district attorney's office, attorneys, employers, medical personnel, state corrections department, various domestic relations agencies, various police departments, federal marshals, U.S. Department of Immigrations, Federal Bureau of Investigation, or Social Security Administration.

Participates in sentence hearings, parole hearings, or other court proceedings as needed.

Reviews operational problems and recommends changes in procedures and programs.

Checks accuracy of computer head counts.

Schedules and coordinates transfers to other facilities or other purposes.

Prepares interstate detainer agreement papers.

Prepares billing for out-of-house inmates.

Makes recommendations to the Warden in conjunction with the Deputy Warden for upgrading hardware and software; oversees and coordinates their implementation.

Testifies in court proceedings.

Coordinates intelligence information with other law enforcement agencies.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Generates manual and/or computerized reports; balances reports; analyzes data and identifies trends; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, billing statements, schedules, inmate records, training reports, statistical analyses, flow charts, graphs, performance appraisals, slide presentations, or other documents.

Receives various forms, reports, correspondence, schedules, daily commitments/releases, inmate records, flow charts, diagrams, diagnostic reports, photographs, time sheets, court orders, bail documentation, bench warrants, arraignment lists, manuals, technical documentation, publications, policies, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, inmate record tracking, desktop publishing, networking, scanning, diagnostic support, faxing, data backup, or other software programs.

Operates a variety of computer/office equipment and tools associated with department activities, which may include computer terminals, printers, network, modem, file server, telephone, pager, copy machine, facsimile machine, calculator, voltage meter, mechanic tools, and diagnostic instruments.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, inmates, other departments, correctional facility personnel, court officials, law enforcement personnel, immigration personnel, probation officers, federal/state/local agencies, consultants, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records.

Provides assistance or coverage to other employees as needed. Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in criminal justice and computer operations; supplemented by three (3) years previous experience and/or training that includes corrections operations, records administration, computer operations and interpersonal relations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must successfully complete Jail Officers/Supervisors Training Manual. Must successfully complete Offender Management System training. Must possess and maintain valid CPR and First Aid Certification.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as machinery, traffic hazards, violence, or bright/dim light.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.