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## Employee Job Description

Department: Mercer County Prison

Position Title: Assistant Records Coordinator

Pay Classification: P&A 04 (Entry Wage - \$18.94/hr.)

Reports To: Record's Dept./Booking Lieutenant

Date of Job Description Creation/Update: 5-10-24

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### **Overall Descriptions of the Position:**

As an Assistant Records Coordinator you will provide clerical and processing support services in the Records Department of the Mercer County Jail

### **Position Requirements:**

- Must have a high school diploma or equivalent.
- Must have an excellent mathematical aptitude.
- Must have working knowledge of the judicial system/criminal justice system
- Excellent organizational skills
- Must be able to communicate effectively utilizing both oral and written communication
- Must be able to multitask and work efficiently
- Must be able to maintain the highest level of confidentiality
- Understand the OMS, CPCMS and ICM systems and be able to effectively utilize them
- Must have good computer skills with Word/Excel/Power Point/Etc.
- Identify the different levels/court cycle of the judicial system
- Must pass a pre-employment criminal background check
- Must be able to obtain Act 33, 34 and 126 Child abuse clearances
- Must pass pre-employment physical and drug screen
- Must be able to work in a high stress, correctional environment
- Basic knowledge of legal terminology, the criminal justice system and the court system is a plus
- Ability to work both independently and as a team member

### **Position Duties:**

- Assist the administrative staff in any requested assignment and assist the Records Coordinator in all required departmental duties.
- Must read, understand and implement court orders by all Common Pleas and Magisterial Judges
- Must regularly calculate credit time
- Provide information regarding the criminal justice system to Records staff, Booking Officers and other agencies.
- Aid in training booking officers on correct and legal booking and release of an inmate
- Work with outside agencies concerning inmate reasons for incarceration
- Understand and maintain accurate and updated information on the OMS system
- Understand how to process all new commitments according to procedures and law
- Verify and process all inmate releases
- Keeping timely and accurate inmate files
- Understand NCIC procedures
- Understand DC 7 X process
- Pass JNET certifications and utilize the JNET system
- Process inmate requests
- Process bail bonds with inmates and bonding companies
- Understand PFA policies/procedures
- All other duties as assigned

**How to apply:**

**All interested applicants must print and complete the Standard County of Mercer Application for employment.**

Please send the **completed standard application**, a letter of interest, salary history, resume, and three references to the following:

Mercer County  
HR Department  
17 Courthouse  
Mercer, PA 16137

**Deadline to Apply: May 29, 2024**