

RECORDS TECHNICIAN
ALBEMARLE – CHARLOTTESVILLE REGIONAL JAIL

This position is employed by the Albemarle-Charlottesville Regional Jail
This position is not employed by Albemarle County Public Schools & Local Government

The **Records Technician** receives and disburses information from a variety of sources, which includes arrest worksheet; warrants; commitment orders; detainers; and disposition orders. Communicates on a daily basis with officers of the courts on all inmate court activities. Essential functions include, but are not limited to, the following:

- Maintains all inmate records relating to court dates, bonds, charges, attorneys, local and state identification numbers, offense dates, and felony and/or misdemeanor charges for a daily inmate population of 400+ inmates;
- Maintains a certification to operate the VCIN/NCIC system and ensures inmates being processed for release are not currently wanted and if wanted handles any hits for verification;
- Communicates daily with Magistrates concerning bond information and release information on all inmates being released;
- Assists the LIDS technician to ensure correct inputting of data information into the state LIDs system on all 400+ incarcerated inmates and any inmates that have been released; communicates daily with Department of Corrections regarding inmate records;
- Prepares monthly statistics for administration (regarding bookings and Releases);
- Assists court clerks, clerks and sheriff deputies in information on inmates;
- Locates and communicates with other jurisdictions regarding incarcerated inmates and any other current or past charges;
- Answers inquiries daily from inmates, Probation and Parole, OAR, Region 10, Law Enforcement Agencies,
- Answers inmate request manually and face to face regarding their charges and other records information as needed;
- Prepares court sheets daily and updates dispositions from all local and outlying courts for all 400+ incarcerated inmates;

QUALIFICATIONS: Ability to handle multiple tasks under constant and extreme pressure; ability to establish and maintain effective working relationships with others; ability to work independently in the absence of specific instruction; ability to communicate with the public, inmates and staff professionally at all times

Graduation from high school or GED required. Some college experience or experience in record keeping and time calculation preferred but not required. A comparable amount of training and experience may be substituted for the minimum qualifications.

Candidates must complete an Albemarle- Charlottesville Regional Jail application for this position.
(Applications are available on our website at www.acrj.org/careers.)

SALARY RANGE: \$43,092-\$69,111

DEADLINE FOR APPLICATIONS: Open Until Filled

APPLY: The Albemarle Charlottesville Regional Jail
160 Peregory Lane
Charlottesville, VA 22902 434-977-6981 extension 210