

**CORRECTIONAL CASE RECORDS OFFICE
DUTY STATEMENT**

SUPERVISING CASE RECORDS TECHNICIAN (SCRT)

Under the direct supervision of the Correctional Case Records Supervisor, the SCRT is the working level supervisor. This position supervises Case Records Technicians (CRT) and on occasion, other clerical staff. The SCRT is responsible for the daily clerical functions of the records office, attendance of subordinates, performance evaluations, and problem resolution. Plans for and implements necessary cross coverage during vacancies and absences. Schedule and ensure staff attend annual In-Service Training, and personally attend mandatory annual classes.

- 50 % Supervise CRT staff and provide on-going training, organize and direct work of subordinate staff. Maintain supervisory files of subordinate staff. Complete probationary reports and annual performance reports.
- 20 % Provide and ensure compliance with cross-training schedule. Follow disciplinary guidelines when necessary.
- 15 % Perform the full range of supervisory duties including interviewing and selecting staff; evaluating training needs and performance; assigning work; representing the unit supervised in management staff meetings.
- 5 % Collecting, compiling, and summarizing data in report form regarding activities in the unit supervised; assisting in the development of workload projections and budgetary resources; reviewing, evaluating, and recommending operating procedures to reflect changes resulting from legislation or other factors;
- 5 % Act as liaison for Records in dealing with the public, other state agencies and departments, District Attorney, Sheriffs Office, Police Department and probation department regarding Records issues.
- 5 % Participate as a member of a task force or work group evaluating business operations or procedures; and personally perform the more difficult work. Other duties as required.

Supervising Case Records Technician

Correctional Case Records Supervisor