

ADMINISTRATOR OF SENTENCE ADMINISTRATION AND OFFENDER RECORDS

Basic Purpose:

This position is responsible for the management of the department's sentence administration and offender records systems.

Typical Functions:

- Responsible for planning, developing, and administering the proper execution of sentences as prescribed by law, and the custody and maintenance of offender records.
- Directs and monitors the department's quality assurance and audit process for time calculation, classification and case management of inmate records.
- Develops, implements, and interprets related policy and procedure in accordance with applicable and current law.
- Represents the department and the state as an expert witness with the courts, legislature, and public.
- Manages the budget, staff, and resources for the assigned areas.

Knowledge, Skills, and Abilities:

Ability to plan, direct and coordinate activities of others; to interpret, analyze and resolve highly complex technical information; to communicate effectively, both orally and in writing; in establishing and maintaining effective working relationships with others; to organize and conduct several projects simultaneously; and to analyze complex situations and adopt an appropriate course of action. Knowledge of and skill in the use and application of appropriate information technology.

Education and Experience:

Statutorily Required: N/A

Oklahoma Department of Corrections
Unclassified Job Descriptor

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OFFENDER RECORDS**

Minimum Qualifications: Bachelor's degree in related field and four (4) years of correctional experience, including two (2) years in a supervisory capacity.

Preferred Qualifications: N/A