

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title Sentence Administrator		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Correctional Services Calgary Remand Centre	Ministry Justice & the Solicitor General
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide **Pages 7-8**).

Reporting to the Sentence Administration Supervisor or Chief Sentence Administrator, this position is responsible for the administration of orders made by the court, calculation of sentences, the appearance of inmates in court as ordered and to ensure that the detention of the accused is lawful. This is accomplished by comprehending and correctly interpreting often complex legal documents and other information received from courts, police and judicial stakeholders. The sentence administrator must maintain a high level of knowledge to incorporate the many policy and legal rules associated with calculating sentences. The Sentence Administrator must accumulate information from the JOIN (Justice on-line Information Network) system and CPIC (Canadian Police Information Centre) system to determine detention and release eligibility. Together with information gathered from legal documents as well as these systems and in conjunction with a high level of working knowledge, the sentence administrator must administer dispositions to carry out the intention of the court. Additionally, information from legal documents is to be accurately added to the ORCA (Offender Records and Correctional Administration) system to be reviewed by the Sentence Administration Supervisor to ensure orders of the court are administered appropriately. The position is responsible for coordinating transportation to court appearances, entering this information on to the sheriff IREQUEST system and ensuring inmates meet all court dates as required by law.

The sentence administrator works in a high demand rapidly changing correctional environment which operates on a 24/7 basis.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide **Pages 9-10**).

**Warrant and sentence administration:**

- Reviews documentation from the courts, police, National Parole Board, Immigration and other criminal justice agencies to ensure the detention of inmates conforms to standard policy and procedure and legislation.
- Identifies errors in legal documentation, and where possible works with court services staff to correct errors. Errors that are not resolvable are brought to the attention of the sentence administration supervisor.
- Recognizes sentences that have calculation impacts on other existing sentences to ensure an accurate manual calculation is completed.
- Identifies and actions outstanding warrants for arrest and/or committal based on the results of a CPIC check and/or information from an inmate.
- Updates ORCA continuously as documentation is received from courts and other criminal justice agencies.
- Verifies key dates produced by ORCA by completing manual calculations to ensure inmates are lawfully detained and released.
- Performs manual sentence calculations to determine the accuracy of fine balances and release dates produced by ORCA.
- Determines potential release eligibility and forwards file to the sentence administration supervisor for

**Document control:**

- Maintains hardcopy and ORCA system legal files to be used for sentence management and case planning of incarcerated inmates.
- Searches other criminal justice systems including JOIN – Justice on-line Information Network and CPIC – Canadian Police Information Centre to ensure inmate is legitimately detained and is not subject to other criminal legislation.
- Utilizes and updates reports and spreadsheets to manage and monitor inmate legal status and to assist with sentence calculation and file retrieval.
- Responds to a wide range of enquiries from other correctional staff and other justice agencies.
- Prepares documentation packages for inmates attending court in other locations.
- Prepares files for transfer to other provincial correctional centres ensuring there is no documentation to preclude the transfer.
- Prepares copies and distributes court and release lists to appropriate centre staff and stakeholders.
- Contributes to dangerous offender and FOIP request responses.

**Inmate management:**

- Conducts face to face interviews with inmates to gather personal and demographic information as well as information about potential court obligations (i.e. appearances or existing sentences). Information obtained is entered into the ORCA system.
- Reviews all information from the courts, police and other agencies to determine if there is any suicidal, mental health or security issues. Reports such information to the shift manager or Alberta Health Services.
- Identifies if victim or police notification is required upon release to ensure that an Alert is put on the ORCA system.
- Reviews legal documents to identify potential fine option inmates, conditional sentence violators, parole violators, federal inmates, immigration holds and inmates with youth matters. Notify agencies or internal contact of status so that appropriate management of the case can be assigned.
- Prepares admission documents to assist in recording inmate property, money and to identify gang affiliations.

**Inmate movement:**

- Validates information provided by inmates regarding “out of custody” court appearances by accessing JOIN, and as required requests an Order to Procure to authorise transportation to court.
- Accurately enters onto ORCA court appearance data to ensure inmate attendance in court.
- Identifies and resolves conflicting court appearances and advises the Crown Prosecutor’s office.
- Arranges for transportation of inmate to correctional facilities within Alberta and to other provinces.
- Utilizes IREQUEST to notify the provincial sheriffs of transfers to other facilities and to attend court.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide **Pages 11-12**).

The sentence administrator must analytically review all legal documentation received from the courts and other criminal justice agencies. Absolute attention to detail is critical to prevent unlawful detention or release. The sentence administrator is expected to resolve any issues related to legal documentation or report issues immediately to a supervisor if available.

The sentence administrator interacts with inmates as part of the sentence administration process. The work occurs in a volatile correctional environment where interruptions and disturbances are commonplace. The correctional environment is a fluid and ever changing workplace where demands and volume are high. Correctional Centres operate on a 24/7 basis and are highly unionized.

The expectation for absolute accuracy is based on the need to ensure public safety by guaranteeing that all detentions and releases are lawful. The sentence administrator must review all documentation to ensure files are flagged to facilitate police and victim notification upon an inmate’s release from custody. Public safety must be balanced against the need to ensure the inmate’s right to liberty.

The sentence administrator is largely trained while on the job as opposed to having a formalised off the job training

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regime.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide **Pages 12-14**).

- Successful completion of two years of post-secondary school or employer approved alternatives.
- Position requires job specific training provided by the department to be fully functioning.
- A working knowledge of the *Criminal Code of Canada* as well as other criminal legislation both federal and provincial. E.g. *Prisons and Reformatories Act, Corrections and Conditional Release Act, Alberta Corrections Act and Regulations, Youth Criminal Justice Act, Alberta Rules of the Court*.
- Thorough knowledge of ORCA system, JOIN, IREQUEST along with a working knowledge of WORD and EXCEL.
- Must be able to read and comprehend information from CPIC to have outstanding warrants of arrest addressed in court or to request warrants for committal.
- Position must be able to determine an inmate's eligibility for detention and requirements for release.
- Position must be able to interpret and calculate sentences, determine fine balances and comprehend bail requirements.
- Organizational skills are required to ensure the ORCA system is updated accurately and efficiently. Interpersonal skills are required as this position responds to many outside agencies and internal contacts.
- Knowledge of the application of *FOIP Act* legislation is required to ensure confidentiality and release of information standards are upheld.
- Position works within standardized procedures and directives.
- Must be able to problem solve as judicial orders and documents may not be in compliance with the *Criminal Code, CCRA, PRA, Corrections Act* any other judicial Act. Decisions, which may be controversial or deviate from set policies and procedure, are referred to the Sentence Administration Supervisor or the Chief Sentence Administrator.
- Position requires the ability to work independently with minimal supervision and make decisions according to policy.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide **Pages 14-15**).

**Internal**

Adult Centre Operations Branch Senior managers	Monthly	Liaise, receive direction
Centre Director	Daily	Liaise, receive direction, inform
Other Shift Managers	Daily	Liaise, receive direction, inform
Deputy Director, Programs	Daily	Consult, inform
Deputy Director, Administration	Daily	Consult, inform, receive direction
Deputy Director, Security	Daily	Inform, consult, receive direction
Alberta Health Services staff	Daily	Coordinate, inform, consult
Probation Officers	Weekly	Consult, inform
Human Resources Services	Monthly	Consult, inform

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Sentence Administration Supervisors	Daily	Consult, inform, receive direction
Sentence Administrators	Daily	Consult, inform, inform, collaborate
Parole & Temporary Absence	Daily	Consult, inform
Programs	Daily	Consult, inform
Community Corrections offices	Daily	Consult, inform
Sheriffs	Daily	Consult, inform
Property management	Monthly	Consult, advise
Information Technology Branch programmers, system analysts	Daily	Consult, inform
Inmate property	Daily	Inform, advise
Inmate accounts	Daily	Inform, advise, consult
<b><u>External</u></b>		
Alberta Forensic Psychiatry Centres	Daily	Consult, inform
Police Agencies	Daily	Consult, inform, coordinate, liaise
Lawyers	Daily	Consult, inform, liaise, advise
Court Services	Daily	Consult, inform, liaise, advise
Crown Prosecutors	Weekly	Consult, inform, liaise, advise
Crown Prosecutors support staff	Weekly	Consult, inform, liaise, advise
Correctional Officials from other provinces	Monthly	Inform, advise
Community Agencies	Monthly	Consult, inform, advise
AUPE (Union Steward)	Yearly	Consult, inform, liaise, advise
Correctional Services Canada	Monthly	Consult, inform, liaise, advise
Immigration Services	Monthly	Consult, inform, liaise, advise
Community Residential Centres	Monthly	Inform
Families of Inmates	Daily	inform

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide Page 15)

This position has no supervisor responsibilities. Due to the myriad of details that must be absorbed, veteran staff may be called upon to advise and train new employees.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

- This position is increasingly difficult to attract and retain staff. Continuous training and knowledge transfer presents challenges for existing staff.
- ORCA was introduced in 2013. The system has resulted in significantly more data entry. Many sentence calculations must be manually verified to ensure accuracy.
- The inmate population continues to increase resulting in more volume. More volume results in more complexity and greater challenges to maintain high standards of the accuracy that is required given the nature of the work.
- Increased participation in warrant execution activities and reliance on CPIC has increased workload and complexity.
- Sentences have become more complex to administer (e.g. fractional sentences, conditional sentences, intermittent sentence calculations, young offender conversions.)
- The introduction of the sheriff I-Request program has resulted in a duplication of work and requires more time.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

