

JOB DESCRIPTION

Working Title Correctional Sentence Administrator		Name	
Position Number	Reports to Position No., Class & Level CSA	Division, Branch/Unit Correctional Services Division / Young Offender Branch	Ministry Justice and Solicitor General
Present Class Administrative Support 5		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 Chief Correctional Sentence Administrator, the incumbent of this position is responsible for the creation, reactivation and maintenance of both electronic files and active and closed hard copy files for youth who have been detained. The incumbent of this position is required to interview youth to collect the necessary information to enter into the Offender Records and Correctional Administration (ORCA) database system. The ORCA system is the offender tracking system utilised by the Justice and Solicitor General. The incumbent of this position is responsible for comprehending and correctly interpreting legal documents (to ensure legal detention/release of young persons); court (JOIN – Justice on-Line Information Network), and the Probation section of ORCA data systems; accurately entering information from legal documents into ORCA to ensure legal detention, movement and release of young persons and completion of sentence calculations to ensure the veracity of review and release dates. The incumbent of this position is responsible for ensuring young persons meet all court dates as required by law by liaising with escort agencies. The Correctional Sentence Administrator utilizes a trauma-informed approach in all interactions and procedures with youth, staff, external stakeholders, and the general public to promote positive outcomes for youth and a culture of health and safety for all.

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](#)).

1. Provide effective warrant and sentence administration services to ensure legal detention/release of young persons:
 - Researches and compiles all information from the courts, police agencies, community corrections, Department of Immigration and other criminal justice agencies to ensure legal detention/release of young persons conforms with standard policy and procedures and within the *Youth Criminal Justice Act* and related legislation.
 - Researches youth's upcoming court appearances on JOIN and arranges for Order to Procure the Attendance of a Prisoner.
 - Researches JOIN for hybrid charges to establish if an election to proceed has been made by the Crown.
 - Researches ORCA Sub-System databases such as ORCA Community Corrections, and computer systems maintained by other departments such as JOIN to ensure the youth is legitimately detained and is not subject to other related legislation.
 - Liaise with escort agencies for the safe transfer of youth to meet court appearances as required by law. Resolves conflicting court appearances with the Crown Prosecutor's Office. Arranges for transportation of youth to other centres or jurisdictions within Alberta or other Provinces.
 - Maintains electronic bring forward system of future courts dates to ensure youth attendance.
 - Creations, interpretation and completion of ORCA generated reports for internal and external use, distributing same daily as required by policy, to ensure notification to centre staff of any or all youths daily movements.
 - Ensures that dispositions received speak to each offence for which the youth is detained. Liaise with appropriate criminal justice agency (court, bail office, immigration) for clarification on discrepancies of legal documentation.
 - Performs complex sentence calculations to determine dates for review, release, transfer, time loss, and time served. Reviews data entry with warrants ensuing accuracy. Verifies sentence calculations generated by the ORCA system adjusting as necessary.

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- Ensures appropriate release eligibility, completes release documentation, forwards to Deputy Director of Operations for review and processing.
- As required, interview youth to obtain personal information for completion of admission into the ORCA database, with sensitivity to gender, culture, history, developmental level, and potential for re-traumatization.
- Perform an accurate name and date of birth search to confirm youth's identity.
- Retrieve after hours youth admission files and documents.
- Notify agencies as required by policy on specified court ordered assessments and recommendations.
- Review Notice of Conditions produced by Centre staff.

2. Record, database processing and management functions:

- Creations and updating of electronic files for detention of youths, creation, reactivation and maintenance of all active and closed hard copy case files.
- Filing of all documents received for inclusion in both active and closed case files, receipt, retrieval and maintenance of closed files.
- Responds to enquiries from other correctional staff, other justice agencies, court clerks, crown, policy agencies and public at large.
- Liaise with the Information Technology Unit regarding problems encountered with ORCA and its subsystems. Where possible provide solution for problem for improvement of service delivery.
- Completion, submission, distribution and update of Child Welfare status checks.
- Completion, submission and update of CPIC (Canadian Police Information Centre) checks; where negative contact appropriate police agency or Crown Prosecutor's office to obtain a Judge's Order.
- Prepares documents for youth attending court.
- Prepares files for transfer to other centres or jurisdictions, ensuring there is no documentation to preclude the transfer.
- Prepare, copy, distribute and fax court and release list to appropriate centre staff, Security Operations Branch and other criminal justice agencies as required by policy.
- Research in-depth information to compile police circumstances for all Category I offences as per centre policy. Maintain register of police circumstances requested and received.
- Process the CPIC form and package on suspension cancelled court returns and fax the package to the appropriate police agencies and community corrections.
- Prepare court packages for community/conditional/deferred custody suspensions.
- Maintain probation log, original signatures to be returned to Calgary / Edmonton Youth Court.
- Reviews ORCA Community Corrections, Deferred Custody and Community Centre reports to ensure documentation has been received, and request from probation officer when necessary.
- Create and maintain shadow files for all youth on supervision, update log to reflect suspension/in custody/time served.
- Maintain accurate statistical data on all suspensions issued.

3. Provide cover off as required:

- Reception Area cover-off:
 - Greeting public in a professional, courteous, and respectful manner, ensure security procedures are adhered to for all professionals/visitors seeing youth.
 - Providing information to public or refer them to staff who can assist.
 - Receiving courier and Canada Post deliveries.
 - Efficiently operation of a modern multi-line business set.
 - Operating in house overhead paging system.
- Sentence Administrator duties in their absence.
- Director's Secretary cover-off:
 - Work Processing.
 - Filing.
 - Accurate message taking.
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4. Provide Computer Support:
 - Teach staff how to solve software related issues.
 - Recreate hard copy forms for centre staff to access via the computer.
 - Maintain and repair all computer templates on the shared network as related to sentence administration.
 - Ensure all staff has access to the computer templates.
5. IRIS (Inactive Records Information System):
 - Storage and management of hard copy files for all departments.
 - Provision of retrieval services in accordance with departmental schedules.
 - Classify, locate, retrieve and move scheduled files to offsite storage.

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](#)).

This position ensures that all youths admitted to the Centre are accompanied by proper and adequate holding documents from the courts or other judicial departments. Incomplete or insufficient documentation may lead to the illegal or erroneous detention of the youth. The position is responsible for coordinating the transportation of youths to judicial hearings and ensuring appearances are complied with as ordered by the court.

To ensure public safety, the incumbent must review all documentation to ensure files are flagged to facilitate police notification upon the young person's release. Sentence calculations must be accurate in order to prevent the illegal release or detention of the youth. The ORCA database must be reviewed to ensure accurate calculation of required review dates and release from custody and warrant expiry dates.

The position screens all orders of the court and other judicial agencies to determine potential eligibility for release from custody. This includes the review of any conditions of release, which may be ordered by the court.

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](#)).

- Grade 12 diploma.
- Minimum of 3 years related experience.
- Position requires considerable knowledge of judicial system including organizational practices and standards.
- An excellent working knowledge of the *Youth Criminal Justice Act*, Criminal Code of Canada, as well as Federal and Provincial legislation.
- Knowledge of the Young Offender Branch Centre and Community Corrections Policy Manual, Centre Standard Operating Procedures, Sentence Calculation Guide and rules, Warrant and Sentence Administration Policy and ORCA Policy and Procedures.
- Thorough knowledge of ORCA, JOIN and other computer database sub-systems.
- The ability to complete data entry and word process accurately.
- Relevant knowledge of records, database management and maintenance.
- Excellent knowledge of the Criminal Judicial system in terms of organized procedures of police and court agencies, Crown Prosecutors office, Security Operations Branch and RCMP.
- Position must be able to determine a youth's eligibility for detention and requirements for release.
- Position must be able to interpret legal documentation and the ability to appropriately calculate sentences based on the interpretation.
- Organizational skills and time management skills are required to ensure the ORCA system is updated accurately and efficiently.
- Excellent interpersonal skills, including abilities to demonstrate compassion and respect. Interpersonal skills are required as this position responds to many internal and external agencies may require direct engagement with youth who have experienced trauma.

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- Good oral and written communication skills.
- The ability to work independently and as part of a team.
- Knowledge of the application of FOIP legislation is required to ensure confidentiality and release of information standards are upheld.
- Knowledge of department records management schedules to ensure proper compliance with those schedules.
- Complete knowledge of the Centre Work Program for fine option, CSO and NRO.
- Thorough knowledge of multi-line switchboard.
- Relevant knowledge of Word, Excel and Access computer software.
- Awareness of Aboriginal culture and history (colonization, the residential schooling system, and intergenerational trauma) is an asset.
- Acknowledgement, understanding, and respect for cultural diversity.
- Knowledge of trauma and its impacts is an asset.
- Knowledge of trauma-informed practice is an asset.

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

Position has considerable contact with the general public providing information as allowable under the FOIP Act. The position must also respond to queries about the Young Offender Branch policies and procedures. Position deals directly with centre staff and management, judges, hearing office, court clerks, crown prosecutors, defense counsel, police agencies, probation, Provincial Placement Authority, social workers, group homes, Security Operations Branch, Immigration Officers, IT Unit, youth, parents, US Consulate, other Provinces and other centres.

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

This position has no supervisory responsibilities. However, due to the myriad of details that must be absorbed, veteran staff are 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](#)).

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, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.