

# JOB DESCRIPTION

## Benchmark Job #174

Ministry: Attorney General  
Branch: Corrections  
Location: Victoria

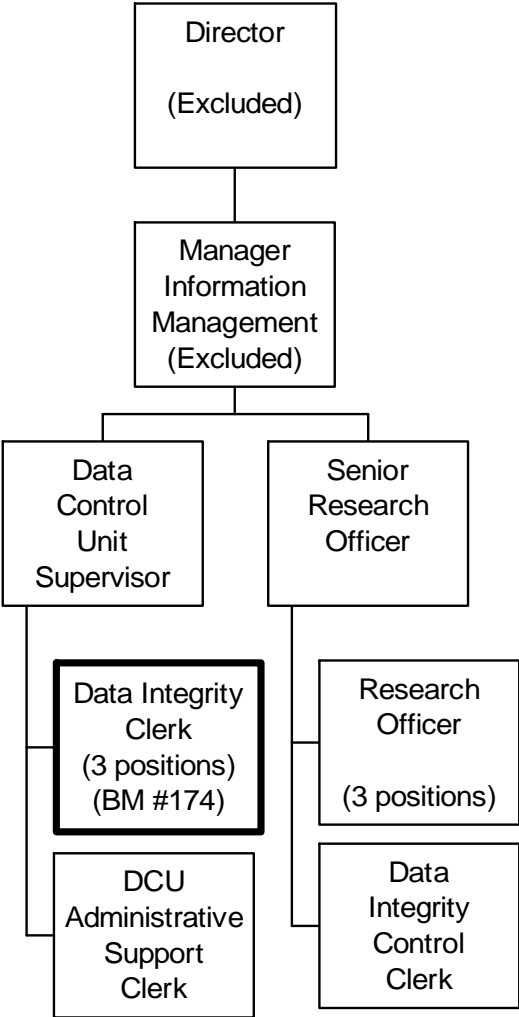
Working Title: **Data Integrity Clerk**  
Level: Range 9  
Classification: Clerk

### PRIMARY FUNCTION

To monitor the quality, accuracy and consistency of data contained in Corrections Branch offender information systems and identify and correct data discrepancies.

### JOB DUTIES AND TASKS

1. Monitors and reviews the quality, accuracy and consistency of data contained in the Provincial Case File (PCF) and Probation Records System (PRS) including institution changes and client movements
  - a. searches and corrects errors and inconsistencies in client history data using Correction Administration Records Entry (CARE) system and PCF generated reports and input data and clarify entries
  - b. reviews data history, updates and deletes information (i.e. inmate history) after confirming integrity and accuracy of data
  - c. obtains missing information and clarifies entries made by contacting field offices
  - d. reviews information and reports from Correctional Centre and Probation Offices to be submitted to BC Medical for accuracy, completeness and consistency
  - e. submits BC medical information/data to ensure inmate medical coverage
  - f. searches existing data base records and accesses data on various systems such as PCF, RCMP and CPIC to determine if a client has an existing correctional service identification number and to ensure there is no duplication of offender history
  - g. assigns identification number to create individual record, if client is not on Provincial Case File
  - h. assigns case service numbers to clients
  - i. verifies systems generated data audit reports against PRS, PCF and CARE client records including editing any data discrepancies
  - j. provides user feedback in response to changes in the information systems
2. Performs systems support services
  - a. screens incoming calls and transfers to appropriate staff, or resolves problems
  - b. responds to enquiries from field offices on client history information and procedures and policies relating to data entry on the Probation Records System and advises on procedures and coding of data
  - c. reviews orders, policies and procedures for field offices regarding client history files
  - d. assists field offices to properly process and report on client data and history
  - e. provides explanation of court orders to field staff to ensure correct data and codes are entered into system
  - f. codes and enters data received from Correctional Centres onto Provincial Case File and Probation Records System
  - g. receives, processes, and distributes electronic data files for a multi-user system to and from the field offices
3. Performs other related duties
  - a. provides training to users and updates/maintains user manuals
  - b. files and updates daily Probation and Institutional reports
  - c. produces documents and correspondence on word processor as required
  - d. maintains and updates records in the section filing system; sorts and distributes mail



## REASON FOR CLASSIFICATION

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Job Title: Data Integrity Clerk

| FACTOR NO. | REASON FOR CLASSIFICATION   | DEGREE | CLASS. POINTS |
|------------|---|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>                     Know a variety of job functions and how they relate to other units to provide information systems support and maintain the quality, accuracy, consistency and integrity of data contained in Corrections Branch offender information systems.</p>          | D      | 100           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>                     Judgement to recognize known differences and determine the priority of tasks to maintain accuracy of offender data contained in the information systems, identify and correct data discrepancies and advise field offices on procedures.</p>              | C      | 60            |
| 3          | <p><b>INTERPERSONAL COMMUNICATIONS SKILL</b><br/>                     Discretion required to explain court orders to field staff to ensure correct data is entered into the system.</p>   | C      | 30            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>                     Significant coordination and dexterity required to use a computer to enter coded statistical data with speed and accuracy.</p>   | D      | 22.5          |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/>                     Guided by specific procedures, changes the order of completion to meet immediate requests in performing several functions to review data, identify discrepancies and correct client/inmate records and code client records data.</p> | B      | 30            |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>                     No responsibility for financial resources.</p>  | A      | 5             |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>                     Significant responsibility to organize and control the quality of data for daily systems reports, institution changes and client movements.</p>   | D      | 22.5          |

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|------------|---|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility for human resources to provide training to users.                           | B      | 9             |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Responsibility for own well-being and safety in a low risk environment.        | A      | 5             |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Intense attention to detail to almost always view computer data of offenders' cases.          | D      | 18            |
| 11         | <b>PHYSICAL EFFORT</b><br>Relatively heavy physical effort to almost continuously enter coded statistical data with speed and accuracy. | D      | 18            |
| 12         | <b>SURROUNDINGS</b><br>Exposure to office setting with minimal disagreeable elements.   | A      | 2             |
| 13         | <b>HAZARDS</b><br>Moderate exposure to hazards from almost continuous production keyboarding.   | C      | 6             |

**Total Points:** 328

**Level:** Range 9