



State of California
Department of Corrections and Rehabilitation
Human Resources

Duty Statement

Rev. 06/22/2022

Incumbent:	Location: Calipatria State Prison
Section/Unit: Human Resources	Classification: Mechanical and Technical Occupational Trainee (MTOT)
Position Number (s): 065-XXX-9993-902	Supervised By: Staff Services Manager II or Transaction Staff Services Manager I

Under close supervision of the Staff Services Manager II or the Transaction Staff Services Manager I, the incumbent will perform a variety of clerical duties, providing administrative support and excellent customer service to a wide variety of people in a team environment. The incumbent uses a computer and related word processing, spreadsheets, and database applications to perform various tasks. Typical duties include the following:

ESSENTIAL FUNCTIONS

- 30% Provides assistance to the HR office by receiving and screening visitors, answering incoming phone calls, greeting customers, answering various questions and/or referring customers to the appropriate person or team. Processing incoming and outgoing mail by categorizing, date stamping, and routing materials to appropriate staff. Managing group email inboxes and disseminates and/or responds to inquiries.
- 30% Maintains office documents such as new employee on-boarding packets, assignment rosters, phone lists, etc. Performs miscellaneous clerical functions such as photocopying, scanning, filing, courier service, facsimile, etc. Utilizes software programs such as Microsoft Office Suite or Adobe Suite to compose, edit, redact, documents and files. Checks fax machines within office; deliver fax documents to appropriate personnel staff.
- 20% Provides assistance in maintaining management's calendars and resolve scheduling conflicts. Assists in researching, preparing, and compiling background information and material for meetings and in coordinating meetings. Schedules appointments for ID renewals, interviews, and live scans.
- 10% Participates in on-the-job and/or formal training programs, assists in the gathering, completion and analysis of data. Completes special projects at the direction of the supervising manager, including, but not limited to coordination or annual forms, assisting analysts in the completion of daily tasks, maintaining confidential documents, and filing. Assists managers with onboarding and exiting employee processes including IT remedy tickets, key card access requests, coordinator notifications, etc.
- 10% Supports HR staff with a variety of special projects such as monitoring and maintaining office supplies, reproducing and distributing various materials such as letters, memos, bulletins, and confidential information; some of which may require assembly, stapling, and/or three-hole punching.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Printed Name

Employee's Signature

Date

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

Supervisor's Printed Name

Supervisor's Signature

Date

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods, or otherwise balance the workload.