

**DUTY STATEMENT**

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| RPA#   | EFFECTIVE DATE: |
| -  |                 |
| POSITION NUMBER (Agency - Unit - Class - Serial)<br>190-231-1139-XXX         |                 |
| CLASS TITLE<br><b>Office Technician (Typing)</b>                             |                 |
| SPECIFIC LOCATION ASSIGNED TO<br>Education                                   |                 |
| CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)<br>190-231-1139-XXX |                 |

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| CDCR INSTITUTION OR DEPARTMENT<br>California Health Care Facility (CHCF) |
| UNIT NAME AND CITY LOCATED<br>Education<br>STOCKTON CA                   |
| WORKING DAYS AND WORKING HOURS:  |
| PROPOSED INCUMBENT (If known)  |

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the supervision and general direction of the Principal, the incumbent will regularly perform a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. This position requires detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures. Incumbent must have good judgment and the ability to communicate effectively. In addition, incumbent may have responsibility for functional guidance in training and assisting employees assigned under Education.

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| % of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i> |
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**ESSENTIAL FUNCTIONS**

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| <b>20%</b> | Responsible for initiating and completing procurement documents and entering into BIS, tracking CDC 954's (Form 5's) received from Education Staff. Ensure each procurement package is date stamped and entered in the Budget tracking system. Track orders by working with vendors and the warehouse. Inventory items received from the warehouse and coordinate with the MSS II on outstanding Purchase orders.                              |
| <b>20%</b> | Perform the duties of the Unit Timekeeper; responsible for keeping track of attendance for all Education Staff and the Leave Usage Report. Maintain Staff Accountability Log and calendar of time off utilized to compare against monthly 998 prior to submitting to the Principal for signature and prior to submission to Personnel Office by the 3 <sup>rd</sup> business day of the month. Maintain copy of each 998 in supervisory files. |
| <b>20%</b> | Maintain office filing systems including Outlook Calendar, Class Usage Calendar, Supervisory Files, Budget Tracking System, Education Files, etc.; responsible for receiving, sorting, logging and routing of mail. Receive, screen and refer calls and/or visitors to appropriate staff; respond to telephonic and personnel inquiries as appropriate regarding operational procedures, policies and standards for the institution.           |

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| 10% | Responsible for scheduling meetings for the Principal or designee. This includes securing a conference room and inviting attendees via Microsoft Outlook Calendar. Responsible for preparing and distributing a sign in sheet and for taking minutes during the meetings, to be typed and distributed prior to next month's meeting.  |
| 10% | Maintain a copy of the Inmate Request CDCR Form 22s. Distribute to appropriate CHCF Staff. Responsible for tracking CDCR 602's assigned to Education. This includes utilizing a tracking system and assigning to respective staff; review first level response for accuracy, grammar, spelling and format, making changes if necessary. Ensures the CDCR 602 is completed and returned to Grievance Office prior to date due.   |
| 10% | Maintain Database of dates that Annual Performance Reports are due (by birth month). Provide Job Descriptions, a copy of the CCTC Teaching Credentials (if applicable), Job Expectations, and Obtain Professional Goals and Objectives from employees. Update Supervisory Files to ensure the above documents are on file and Training documents are present and up to date. Return previous year documents to employee upon receipt of the Annual Performance Report. Initiate new employee forms.   |
| 5%  | Prepare a variety of highly sensitive correspondence involved in planning and operation of the institution such as Gate Clearance and visitor's memos. Maintain appointment calendar for the Principal. Maintain tracking system for access cards and assigned key numbers of staff. Provide forms to new employees including but not limited to: Access Card, Computer Access Request Form, Duty Statements, Employee Expectation Memos, Policy Binder Training, etc. Type and review DOM Supplements and Operational Procedures for accuracy, grammar, spelling and format, making changes if necessary. Track all incoming and outgoing assignments; place in ED Admin Share Folder. |
| 5%  | Other duties as may be deemed necessary in support of the Education Department  |

| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>   |                        |      |
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| SUPERVISOR'S NAME (Print)  | SUPERVISOR'S SIGNATURE | DATE |
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| <b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>   |                        |      |
| 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. |                        |      |
| EMPLOYEE'S NAME (Print)  | 11/30/15               | DATE |
|  |                        |      |