

SALINAS VALLEY STATE PRISON DUTY STATEMENT

CLASSIFICATION: OFFICE TECHNICIAN (TYPING) SMIE
WORKING TITLE: OFFICE TECHNICIAN (TYPING)
POSITION NUMBER: 936-224-1139-xxx
DIVISION: WARDEN'S OFFICE
DEPARTMENT: OFFICE OF OFFENDER GRIEVANCES (OOG)

Under the direct supervision of the Correctional Counselor II, Supervisor, (Grievance Coordinator (GC)) and under the lead of the Staff Services Analyst (SSA). The Inmate Grievance Officer (OOG) Office Technician (OT) is responsible for typing, filing, assisting with the maintenance of the Office of Grievance Tracking (OGT) located in the Strategic Offender Management System (SOMS) and arranging inmate clarification interviews requested by the Centralized Screening Team (CST) located within the Office of Internal Affairs (OIA). Specific duties include but are not limited to the following:

- 40% Review established CST email account several times a day, for CST interview requests. Assist in scheduling Office of Internal Affairs (OIA) interviews. Process, conduct, respond and log requests submitted by CST and OIA. This may include additional documentation and/or clarifying inmate interviews.
- 20% Process, log and distribute incoming and outgoing mail for the OOG. Maintain files for all inmate grievances and appeals, pending staff misconduct allegations, regular correspondence and litigation. Type and print various documents for the inmate grievance/appeals process. Track pending investigations/inquiries regarding allegations of staff misconduct. Ensure the alleged staff misconduct investigative/inquiry files are current, filed and contain the appropriate records.
- 15% Assist OOG SSA (General) and Grievance Coordinators in maintaining the OGT system in SOMS and the Allegations Against Staff Tracking System (AASTS). Provide records to the Litigation Coordinator regarding pending cases.
- 10% Work closely with OOG SSA (General) and Grievance Coordinators to tabulate information on new issues, trends, court decisions and COMPSTAT information.
- 5% Attend institutional staff meetings and take notes on all issues related to the OOG.
- 5% Answer phones, make copies, file, scan documents perform other general office duties as required.
- 5% Participate in appropriate In-Service training, perform other related duties as required and assigned.