

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-121-1379-043				
UNIT NAME AND CITY LOCATED Medical Services, Health Records Center Sacramento		CLASSIFICATION TITLE Office Assistant (Typing)				
		WORKING TITLE Office Assistant				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R04	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO Depot Park, 8300 Valdez Avenue, Sacramento				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>CCHCS is committed to building and maintaining a culturally diverse workplace. We believe cultural diversity and backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported, and we believe all staff should be empowered. We are proud to foster inclusion and representation in all levels of the CCHCS.</p> <p>CCHCS values all team members. We work cooperatively with team members and others to enable CCHCS to provide the highest level of service possible. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of CCHCS mission.</p>						
PRIMARY DOMAIN:						
Under the close supervision of the Health Record Technician II (Supervisor) or the Office Services Supervisor II, in the Health Records Center (HRC), the incumbent performs duties such as filing, indexing, scanning, uploading, and performing quality assessments of unit health record while maintaining the security and confidentiality of paper and electronic files; and performs a variety of clerical tasks in support of the HRC.						
% 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. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						
50%	Reviews and routes incoming correspondence and/or materials to various staff; files, organizes, and maintains unit Health Records utilizing a terminal digit filing system; searches for misfiled documents manually or utilizing computerized databases; verifies patient identification in the inmate tracking database; purges files in accordance with the established records retention schedule, prepares and scans documents into various systems.					
35%	Performs first level quality assessment of scanned documents and submits exceptions for errors; maintains daily departmental logs and spreadsheets, responds to inquiries from internal and external stakeholders in person, via telephone and/or email; prepare labels, lists, forms and letters using a computer to type official documents.					
10%	Processes outgoing mail including confidential materials using mail sorting techniques/equipment; operate various office machines/equipment, such as copiers, fax machines, and computers.					
5%	Performs other related duties as required.					

<p>KNOWLEDGE AND ABILITIES Ability to: Perform clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance.</p> <p>SPECIAL REQUIREMENT Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p> <p>DESIRABLE QUALIFICATIONS A demonstrated interest in assuming increasing responsibility. Education equivalent to completion of twelfth grade. General knowledge of various filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.) to maintain an organized filing system that would allow for swift and accurate retrieval of documents/information.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position may be reasonably expected to exert up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Must be able to sit and/or stand for long durations.</p> <p>SPECIAL PERSONAL CHARACTERISTICS A demonstrated interest in assuming increasing responsibility.</p>		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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)	EMPLOYEE'S SIGNATURE	DATE