



DUTY STATEMENT

Classification: Office Technician (Typing)	Position Number: 095-211-1139-801
Division/Office/Section: Business Services/Food Service	
Location: California State Prison, San Quentin	Supervisory Position: No
Collective Bargaining Identifier (CBID): R04	

POSITION DESCRIPTION

Under the general supervision of the Correctional Food Manager II (CFMII) of Food Services, this position functions as the Secretary and supervises at least two inmates. This position regularly performs 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.

ESSENTIAL FUNCTIONS

- 40% Types various documents for the CFMII and/or the Assistant Correctional Food Manager (ACFM) relating to the Food Services department. Types, records and tracks sensitive material coordinating with multiple departments regarding departmental operations; employee disciplinary issues; composes and types various forms of correspondence regarding Food Services; composes and types minutes of various meeting with departmental staff.
- 35% Performs and maintains all timekeeping functions for the Food Services dept. Prepares monthly FLSA's; Voluntary Overtime Sign-Ups; prepares all staff 998's, ensuring they are accurate. Track Employee Attendance Summary's and any other related attendance reports. Performs the timekeeping functions for at least two inmate workers.
- 10% Maintain a tickler file on all assignments and distribute to various Supervising Correctional Cooks (SCC's) and/or Correctional Supervising Cooks (CSC's) for action, ensuring responses are completed in a timely manner and are accurate, log and track inmate Form 22's and Inmate Appeals (602's). As the Work Order Coordinator (WOC) for the Food Service, you will be responsible for completing a work order to the Associate Warden Business Services and track all work orders to ensure completion.
- 10% Answer and screen telephone calls received in Food Services; assist the caller, direct the calls as appropriate or take messages as needed. Check all administrative mailboxes for daily mail; open and disperse to the appropriate individuals.
- 5% Attend all training, meeting and seminars as needed or required. Perform other related duties.

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult 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; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

Special Requirement: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

Special Personal Characteristics: A demonstrated interest in assuming increasing responsibility.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Occasionally - to utilize a photocopier, to file, shred, or confer with other staff.

Walking: Occasionally - to access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.

Carrying: Occasionally - to move the above noted items short distances within the office.

Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: To utilize stairs

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, electric typewriter, personal computer, printer, 10-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

COMMENTS: Work hours are 0600 – 1400 hours, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
 Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.
 Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.
 Initial: _____

Nepotism/Fraternization Policy:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25
 Initial: _____

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