

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Ironwood State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 444-224-1139-801		MCR / HCR 1										
DIVISION / UNIT Division of Adult Institutions / Facility Operations		CLASSIFICATION TITLE Office Technician (Typing)												
		WORKING TITLE Litigations Office Technician												
		TIME BASE / TENURE FT/ PERM	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>									
LOCATION Blythe, California		INCUMBENT		EFFECTIVE DATE										
CDCR'S MISSION and VISION														
<p>Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p>Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>														
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION														
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.														
DIVISION OVERVIEW														
Facility Operations Division is committed to ensuring the operation of safe and secure institutional settings, for staff and incarcerated people, while partnering with stakeholders to provide rehabilitative programming opportunities. The Division collaborates with the Division of Rehabilitative Programs, California Prison Industry Authority, various community colleges and community volunteers to provide meaningful rehabilitative programs throughout all institutions.														
GENERAL STATEMENT														
<table border="1"> <thead> <tr> <th>% of time performing duties</th> <th>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.</th> </tr> </thead> <tbody> <tr> <td>40%</td> <td>Process all inmate attorney visits and inmate depositions by obtaining required documents and declaration from attorneys, private investigators, and the Courts. Schedule all approved visits by coordinating with the Watch Office, Transportation Unit and BPH desk. Coordinate all Deputy Attorney General interviews with Staff and Inmates. Works independently with minimum direction from the litigation coordinator in processing visits. Coordinates all Court calls to inmates. Coordinates some civil cases; probate, divorce, or civil lawsuits.</td> </tr> <tr> <td>20%</td> <td>Handle incoming phone calls and independently responds to inquiries of staff, the public and the Attorney General's Office. Assist in coordinating Notary services and Staff Notifications for the inmate population. Types letters, memos, etc. Process incoming/outgoing mail. Accepts and serve staff subpoenas. Processes Proof of Service Requests.</td> </tr> <tr> <td>20%</td> <td>Filing duties include but are not limited to, Operational Procedures, DOM, Instructional Bulletins, Administrative Bulletins, Departmental and In-House memorandums, DDP, Lockdown memorandums. Maintain and update Authorization to Accept file.</td> </tr> <tr> <td>10%</td> <td>Coordinates all major case (Coleman, Plata, etc.) visits by working with CDCR-Office of Legal Affairs staff, CSATF Medical Staff, Records Staff, Court monitors and Plaintiff's attorneys. Maintain and collect all documents maintained by Litigation Unit for review by monitors. Files Heat Meds Custody Report, assists in collection of Monthly Heat Logs and preparation of Monthly Heat Plan Summary Report.</td> </tr> </tbody> </table>					% 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.	40%	Process all inmate attorney visits and inmate depositions by obtaining required documents and declaration from attorneys, private investigators, and the Courts. Schedule all approved visits by coordinating with the Watch Office, Transportation Unit and BPH desk. Coordinate all Deputy Attorney General interviews with Staff and Inmates. Works independently with minimum direction from the litigation coordinator in processing visits. Coordinates all Court calls to inmates. Coordinates some civil cases; probate, divorce, or civil lawsuits.	20%	Handle incoming phone calls and independently responds to inquiries of staff, the public and the Attorney General's Office. Assist in coordinating Notary services and Staff Notifications for the inmate population. Types letters, memos, etc. Process incoming/outgoing mail. Accepts and serve staff subpoenas. Processes Proof of Service Requests.	20%	Filing duties include but are not limited to, Operational Procedures, DOM, Instructional Bulletins, Administrative Bulletins, Departmental and In-House memorandums, DDP, Lockdown memorandums. Maintain and update Authorization to Accept file.	10%	Coordinates all major case (Coleman, Plata, etc.) visits by working with CDCR-Office of Legal Affairs staff, CSATF Medical Staff, Records Staff, Court monitors and Plaintiff's attorneys. Maintain and collect all documents maintained by Litigation Unit for review by monitors. Files Heat Meds Custody Report, assists in collection of Monthly Heat Logs and preparation of Monthly Heat Plan Summary Report.
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| 5% | Maintain office supplies and fax and copier services and other duties as directed by Litigation Coordinator. |
| 5% | Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date. |

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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