

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Internal Affairs		POSITION NUMBER (Agency-Unit-Class-Serial) 065-139-1139-XXX		MCR / HCR
DIVISION / UNIT OIA Headquarters Investigations		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE P/FT	CBID R04	WWG
LOCATION Sacramento, CA		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

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.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

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.

GENERAL STATEMENT

Under the direction of the Special Agent In-Charge, Office of Internal Affairs (OIA) Headquarters Office (HQ), the Office Technician (Typing) provides receptionist coverage and clerical support to the HQ Investigations Units and the Administrative Services Unit. Duties include, but are not limited to the following:

% 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.
30%	Maintain/update the office subject files; maintain/update files containing sensitive information. Case creation/closure activities to include typing Case Management System (CMS) entries; duplication of audio/CD recordings, and sending case file to hiring authority, internal Divisions, Department of Justice, Office of Inspector General, law firms and city/counties law enforcement entities. Type sensitive and confidential documents as needed, which include general correspondence, routine responses, etc. Take notes while attend meetings with the Special Agent In-Charge and type minutes.
20%	Under the direction of the Special Agent In-Charge, compile, update, and prepare reports and other documents; prepare memos and letters; and proofread/edit documents as requested by staff. Provide assistance to the OIA Litigation Coordinator as needed. Process preservation notices, search OIA systems for information. Develop, update and track yearly case file purge log between stakeholders. Ensure case files are being held based on the litigation and retention policy.
20%	Perform general office support, i.e.- provide telephone coverage and assist other clerical staff with the in-take, logging and distribution of incoming mail and processing outgoing mail including returning inmate correspondence and/or citizen's complaints; assist outside staff attending local area meetings; photo copy; perform timekeeping duties; act as a liaison to regional office staff in timekeeping related issues; handle initial review of the CDCR 998-A's for accuracy and completeness; maintain CDCR 998-A log and perform other office duties as assigned.
15%	Pull, copy and/or scan case files as requested by agents, OIA Litigation Coordinator and appropriate stakeholders. Maintain/update various departmental manuals and legal reference books, keeping agents apprised of changes/revisions to properly prepare and type mandated reports and general correspondence requiring contact with other outside governmental agencies.

10%	Maintain office supply inventory which includes; requesting bids, place and receive orders in the Business Information System, distribution of products upon receipt, asset tag and resolve any order issues. Coordinator of the shred materials.
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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