

Print Name: \_\_\_\_\_

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Valley State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 919-XXX-1379/1139-XXX		MCR / HCR I
DIVISION / UNIT Administration Business Services Division Housing Division Central Services Division		CLASSIFICATION TITLE Office Assistant (Typing)/Office Technician (Typing)		
		WORKING TITLE Office Assistant (Typing)/Office Technician (Typing)		
		TIME BASE / TENURE PERM / FT	CBID R04	WWG 2
LOCATION Chowchilla		INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.				
<b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
<b>Administration</b> Administration, ADA, Education, Grievance, Community Resources, Employee / Labor Relations, Investigative Services, In-Service Training, Litigation				
<b>Business Services Division</b> Accounting, Business Services, Food Services, Personnel, Plant Operations, Procurement				
<b>Central Services Division</b> Custody Operations, Inmate Assignments, Visiting				
<b>Housing Division</b> Complex 1 and 2, Youth Offender Program				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Office Assistants/Office Technicians independently perform difficult and complex clerical and office related duties. Office Assistant/Office Technicians communicate with a wide variety of stakeholders and must possess good judgment, a willingness to comply with policies and directive, and have the ability to effectively communicate in person and in written correspondence.				
% 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.			
20%	Develop accurate written communication (letters, memos, emails, etc.) using general and department specific computer applications. Comply with departmental rules and regulations relating to the processing and distribution of sensitive and confidential information.			
20%	Provide customer services (in-person, phone, email) to internal staff/agencies; as well as the public and external agencies/stakeholders. Use a high degree of good judgment and professionalism to independently resolve customer problems, and find appropriate resources.			
20%	Develop, maintain, and evaluate numerical and statistical data and reports.			

15%	Proof read and edit incoming assignments and reports for grammatical errors, spelling, formula errors, compliance with standardized formats/templates, and accuracy.
15%	Maintain electronic and physical files and filing systems, order office supplies, process incoming/outgoing mail, and schedule in-person/remote (TEAMS/Zoom, etc.) training/meetings.
5%	Provide training to other clerical staff, provide back-up coverage to other areas, and maintain an organized work area/desk.
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. Communicate with internal and external agencies/Departments to provide confidential and detailed information and resolve problems utilizing Departmental Regulations and State/Federal laws.

**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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