

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Board of Parole Hearings		POSITION NUMBER (Agency-Unit-Class-Serial) 065-157-1379-001		MCR / HCR 1
DIVISION / UNIT Admin Services Unit		CLASSIFICATION TITLE Office Assistant (Typing)		
		WORKING TITLE Office Assistant (Typing)		
		TIME BASE / TENURE Perm FT	CBID R04	WWG 2
LOCATION Sacramento, CA 95814		INCUMBENT		EFFECTIVE DATE
CDCR'S 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.				
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				
The Board of Parole Hearings (BPH) maintains a high performing parole hearings system to protect and preserve public safety through the exercise of its statutory authorities and policies, while ensuring due process to all criminal offenders who came under the jurisdiction of the BPH.				
GENERAL STATEMENT				
Under the direction of the Staff Services Manager I, Facility Support (FSU), the Office Assistant (Typing) will perform a variety of general office duties which include: mail and document handling; composition of correspondence; filing and records management; ordering and maintaining supplies and equipment; typing and transcription; and , document preparation and review for the Board of Parole Hearings (BPH). The incumbent will regularly perform duties requiring adaptation to various situations. They must be able to use judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. In addition, the incumbent may have lead responsibility over less experienced employees in areas such as training and answering questions on work procedures. Integrity, dependability and regular attendance both in-office and via telework are essential.				
% of time performing duties		Duties and responsibilities assigned to the position		
30%	ESSENTIAL FUNCTIONS Process all incoming and outgoing mail and packages accurately and in a timely manner. Make routine pickups and deliveries of mail between two office buildings using a state vehicle. Pick up mail from the building's mailbox. For incoming mail (which includes but is not limited to United States Postal Service, intra-agency mail, and packages) by screening, sorting, date stamping, opening, and distributing to the respective units within the building. Review and scan mail and email submissions to share drive. Prepare and stuff envelopes and/or boxes for special mail-outs. For outgoing mail and packages, apply accurate postage using the Pitney Bowes or similar machine. Replenish postage meter funds each month, and complete Pitney Bowes usage reporting. Follow package-shipping procedures in accordance with vendor instruction. Maintain the postage and mailing machines.			
30%	Electronically process and file the scanned mail accurately and timely by keying, assigning, and uploading into the Board's Information Technology System (BITS). Process email submissions, file digital copies of mail from share drive. Store and archive files, maintain files, logs, and records retention schedules for the Board of Parole Hearings (BPH). Maintain the FSU electronic share-drive in an efficient and organized fashion. Review documents and reports for completeness, accuracy, and conformity.			
20%	Assist OT with the delivery of paper, envelopes, and supplies as needed, escort Board visitors and interact with all levels of staff related to building management issues. Escort various vendors within the building. Assist in movement, arrangement, or breakdown of tables, chairs, or other various tasks needed for Training, Board Meetings, or special events. Assist with inventorying property for survey and or transfer. Clean and organize			

	storage rooms; maintain copiers and shredders; assist in coordinating office moves; assist in moving furniture or other various items; assist in setting up/disassembling furniture; Assist FSU and TLU analysts with the less complex duties.
15%	Review and edit transcripts electronically for accuracy, as needed. Provides clerical support to the FSU and other Administrative Sections.
5%	<p>MARGINAL FUNCTIONS</p> Attend weekly staff meetings and other meetings, as necessary. Complete training. Perform other duties as assigned.

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.

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

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