

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California State Prison, Sacramento		POSITION NUMBER (Agency-Unit-Class-Serial) 284-210-1139-xxx		MCR / HCR 1 / D	
DIVISION / UNIT Central Services		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE			
		TIME BASE / TENURE FT / P	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Represa, CA 95671		INCUMBENT		EFFECTIVE DATE 04/19/24	
CDCR'S MISSION and VISION					
<p>Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.</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					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under general direction of the Correctional Captain, the Office Technician (OT) will act as sole clerical support for that position. This individual will assume clerical responsibilities as related to the institutional security operations, confidential reports, personnel investigations, and other sensitive issues related to the operational activities of the prison.					
% 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%	Types and transcribes a variety of highly sensitive reports and correspondence directed to departmental personnel, other State agencies, and private individuals involved with the operation of the prison, i.e., Operational Procedures, Department Operations Manual, post orders, inmate appeals, incident reports, travel claims, approval to appoint documents, investigative reports, and probationary reports.				
30%	Prepares various correspondence using the knowledge of policy and procedures, supplying factual information requiring interpretation of the information and requiring reference to a variety of sources, such as departmental rules and regulations. Responsible for all grammatical content and editing. Gathers and prepares statistical reports.				
15%	Responsible for the maintenance of the office filing system; tracks and makes available appropriate legislation, schedules meetings, and follows up on assigned workload. Keeps appointment calendar and coordinates travel for the Correctional Captain. Responsible for maintaining the assignment logs for the Correctional Captain.				
10%	Responsible for sorting and disseminating the mail regarding sensitive issues to appropriate staff. Receives, screens, and directs calls and/or visitors to appropriate staff. Responds to telephone and personal inquiries of a sensitive nature requiring the knowledge of regulations, operational procedures, policies, and standards for the prison.				

10%	Maintains tool control in accordance with Department Operations Manual Chapter 50000, Section 52040 (Tool Control). Maintains security of the work areas by checking for contraband. Responsible for maintaining the assignment logs for the Correctional Captain. Orders necessary supplies for the unit.
5%	Responsible for maintaining the assignment logs for the Correctional Captain. Orders necessary supplies for the unit. Attend a minimum of 40 hours of In-Service Training annually. 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
-------------------------	----------------------	------

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
---------------------------	------------------------	------

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Either- One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B; OR two years of experience in typing and clerical work. (Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.)

LANGUAGE SKILLS: Ability to spell correctly; use good English; prepare correspondence independently, utilizing a wide knowledge of vocabulary, grammar, and spelling; follow oral and written directions; read and write English at a level required for successful job performance; and communicate effectively.

MATHEMATICAL SKILLS: Ability to make arithmetical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to evaluate situations accurately and take effective action; compile clear and comprehensive reports; deal tactfully with a wide range of inquiries; apply specific laws, rules and office policies and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS: Typing certificate.

OTHER SKILLS AND ABILITIES: Ability to perform difficult clerical work; operate various office machines; type at a speed of not less than 40 words per minute from manuscript, Dictaphone, printed or typewritten material; extrapolate information from various documents; consistently exercise a high degree of initiative, independence and originality in performing assigned tasks; and to maintain regular attendance and be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; Business English and correspondence; and principles of effective training.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATIONS: Education equivalent to completion of the twelfth grade.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met of 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 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 - while filing, copying, operating a printer, or conversing with staff.

Walking: Occasionally - within 15 feet to file, operate copier, disperse mail or converse with staff.

Sitting: Constantly - when keyboarding, using the telephone, keeping logs and records, copying tapes, preparing mail and associated tasks at a desk. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently - items weighing a few ounces such as paper, pens, staplers, and telephone receiver. Occasional lifting of 7 to 10 pounds when packages arrive in the mail or a couple of reams of paper or group of files are lifted.

Carrying: Occasionally - items listed above may be carried about 15 feet within the office area.

Bending/Stooping: Occasionally - may choose this position to reach the lower file drawers, paper stored in a box on the floor, or similar items. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to perform paperwork duties.

Reaching in Front of Body: Frequently to Constantly - when keyboarding, answering telephone, handing papers to staff, filing, copying loading paper in printer or copier, opening drawers, and reaching about the top of a desk.

Reaching Overhead: Occasionally - to reach files stored on an upper shelf.

Climbing: Occasionally - Climbs when using the step stool to reach files or forms. May climb steps throughout the institution during performance of regular work responsibilities.

Balancing: Occasionally - balances when using the step stool.

Pushing/Pulling: Occasionally - to open file and desk drawers and to position the computer keyboard.

Kneeling/Crouching: Occasionally - may choose this position to reach the lower file drawers.

Crawling: N/A

Fine Finger Dexterity: Constantly - when keyboarding, writing notes by hand, taking phone messages, and flipping through paperwork.

Hand/Wrist Movement: Constantly - keyboarding about 4 to 5 hours per day, and up to 8 hours per day when necessary to complete reports; operating office machines, answering phones, filing, dispensing mail, and working with papers and files.

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

Hearing/Speech: Clear speaking and hearing required to answer telephone calls and in performance of duties.

Sight: Adequate vision is required to review correspondence and files, as well as transcribe reports, and inmate investigations.

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

The OT works in an open office environment, which is thermostatically controlled. Floors are linoleum covered concrete and lighting is florescent.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS: The OT utilizes a computer, printer, Dictaphone, photocopier, shredder, fax machine, tape copier, telephone, and usual office supplies.

COMMENTS: Work hours are 0730 to 1530, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and through observation of duties as they are currently performed.