

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>CALIFORNIA CORRECTIONAL INSTITUTION</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>054-210-1139-803</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>ADULT INSTITUTIONS/HIGH SECURITY MALES</b>		CLASSIFICATION TITLE <b>OFFICE TECHNICIAN (T)</b>		
		WORKING TITLE <b>Associate Warden, Operations Secretary</b>		
		TIME BASE / TENURE <b>Full-Time/ Permanent</b>	CBID <b>R04</b>	WWG <b>2</b>
LOCATION <b>TEHACHAPI</b>		INCUMBENT		EFFECTIVE DATE <b>04/01/2022</b>
<b>CDCR'S 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>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 The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> <li>1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and</li> <li>2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.</li> </ol>				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Associate Warden (AW) and Captain of Operations, the Office Technician (T) (OT) performs a variety of detailed assignments and exercises a high degree of initiative, independence, good judgment, effective communication skills, and originality in performing assigned tasks for the following staff: Captain, Operations Correctional Lieutenants, Watch Sergeants, Outside Sergeants, California Law Enforcement Telecommunication System (CLETS) Operator, Inmate Assignment Lieutenant, Personnel Assignment Lieutenant and Sergeants, Locksmith and for staff designated by the Captain or Lieutenant. This position functions as a secretary and performs the more difficult assignments and develops and implements extensive tracking systems for various administrative processes in the Unit. This position requires detailed and sensitive public interface, as well as interaction with numerous members of the staff within the institution. There is extensive technical typing and related coordination of paperwork flow pertaining to the operation of Central Service/Operations. Responsible for typing confidential material regarding inmates, custody staff, and non-custody staff. Review and scrutinize completed staff work to ensure all documents are accurate and complete. The OT is responsible for managing paper/document flow for Facility C and Operations. The OT will monitor, track and log all correspondence, Second Level Appeals, Modification Orders, Disciplinary CDCR 115 Logs, 998-A Attendance Records and assignments from the Chief Deputy Warden and Warden's office. The OT ensures assignments are reviewed and prepared in a professional, timely manner maintaining a tracking system to meet due dates and deadlines.				
<b>% of time performing duties</b>		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.		
<b>DUTIES</b>		Maintain the following logs: Incident Report, Inmate Appeal, Correspondence, Apprenticeship and Annual Performance Report and Lateral Transfer Request. Track assignments and communicate due dates with staff. Assign, log and track status of training assignments. Input weekly visiting stats into spreadsheet and send to Headquarters. Maintain vehicle spreadsheet for location of assignment of state vehicles. Collect monthly vehicle mileage logs, update spreadsheet, copy and forward original to Motor Pool. Print and deliver Weekly Lock and Security Inspection reports for all areas (approximately 310) and track for completion. Send, receive, check for accuracy and file monthly request for Electric Fence Logs and Glove Test sheets. Request monthly Administrative Segregation Unit (ASU) drills and Table Top drills, copy, file and send original to In-Service Training (IST). Maintain		
35%				

CDCR 22 Log Book. Monthly log and compile information for Central Services COMPSTAT Report (i.e. incident packages, appeals, Overtime/Sick Leave Management Review (OSLMR)). Work with Personnel Assignment Lieutenant compiling, updating and logging OSLMR information into report. Maintain weekly/monthly Hazardous Inspection reports, (copy, save copy to folder on server, send out completion memo). Receive gate passes from Inmate Assignment Lieutenant, obtain signature, emboss, and laminate, then make copies with proof a delivery and receipt signature then send out to appropriate location. Receive cancelled/expired gate passes back, make copy for record and hand deliver original back to Inmate Assignment Office. Maintain Temporary Gate Passes for all yards, (logging and tracking when assigned out). Maintain Vehicle Accident Reports, making copies for files sending original to Motor Pool. Receive Lost ID/Badge forms log, send to CLETS, forward to Managers and Administrators for signatures. Distribute Notice of Change to Regulations (NCR's) that are received by Headquarters by hand delivering to areas for signature of proof of delivery. Responsible daily for; (FLSA reports for Operations area to obtain Captain's signature, Disability Placement Plan (DPP) and Lethal Electrified Fence (LEF) Check list, Vehicle/Pedestrian Sally Port logs). Work on Operational Procedures (OP)/Department Operations Manual (DOM) revision. Review and edit response to correspondence. Type confidential and non-confidential material for the Captain, Operations; to include, but not limited to: incident reports, letters, memorandums, performance reports, Managerial Performance Appraisals, Letters of Instruction, Letter of Contact, Letters of Appreciation, Inmate Appeal responses, directives, correspondence to inmates, inmate families, public, Attorneys and other State agencies. Type Corrective Action Plans.

25%

Answer and screen telephone calls, take messages, greet visitors and maintain calendar of the Associate Warden and Captain. Access e-mails and print for review. Copy, distribute, log and track assignments to ensure due dates are met. Contact assigned units for follow-up on overdue assignments. Utilize computer programs such as Microsoft Outlook, Word, and Excel to maintain logs to track CDCR 602 Inmate/Parolee Appeals, correspondence, CDCR 115 Rules Violation Reports, CDCR 837 Incident Reports, performance evaluations and other documents as required.

10%

Maintain filing system and proper storage for all long-term documentation. Maintain attendance records for specific staff. Maintain a library of departmental policy and procedures for: Operational Procedures, DOM Supplements, changes to Director's Rules, bulletins and other documents as required. Maintain Confidential DOM binders, maintain Supervisor Files.

5%

Deputized as the Kern County Deputy Clerk in order to facilitate inmate marriages. Act as a liaison and point of contact between the County Clerk, inmates, family members and Officiates. Ensure completeness of marriage package pursuant to Operational Procedure 225, *Inmate Marriages*.

5%

Maintain log of post orders and their schedule for revisions. Send out rough drafts out to supervisors for revision according to their schedule, tracks progress with due dates. Utilize e-mail and scanner to electronically disseminate information. Type Post Orders, returns them for signatures, make copy send original out to be put on post. File and maintain all institution copy of Post Orders to be put in binder in Captain, Operations office. Update retention schedule for Central Services, maintain Conex where files are stored for yearly destruction of documents and collect year end documentation to be stored in Conex. Work Order Coordinator for Operations.

5%

**MARGINAL FUNCTIONS**

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. Attend Monthly OSLM meeting taking notes then updating system with notes and action items. Maintain Office Tool Inventory log on a monthly basis for Security Administration Building (SAB), Operations Captain, Associate Warden, Secretaries and Personnel Assignment Office. Request Quarterly Fire Drills, update log, copy, file, and send original to Fire Chief. Order and maintain

office supplies and equipment. Maintain calendar/schedule meetings for Captain, Operations. Attends staff meetings and In-Services Training. Other duties deemed appropriate for the Office Technician classification

**ESSENTIAL FUNCTIONS**

**Knowledge and Abilities:**

**Knowledge of:** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

**Ability to:** Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

**SUPERVISORY RESPONSIBILITIES:** None.

**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 I

One year experience in California State service performing duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

**LANGUAGE SKILLS:** Ability to spell correctly, use good English, follow oral and written directions, read and write English at a level required for successful job performance, meet and deal tactfully with the public, prepare correspondence using a wide knowledge of vocabulary, grammar and spelling, and communicate effectively.

**MATHEMATICAL SKILLS:** 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 apply common sense understanding to carry out instructions furnished in oral or written form. Ability to evaluate situations and take effective action.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

**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 by 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 a workday

Frequently: Involves 1/2 to 2/3 of workday  
Occasionally: Involves 1/3 or less of workday  
N/A: Activity or condition is not applicable

**Standing:** Occasionally - for periods of time to file or retrieve documents and to operate the copy machine and other office machines.

**Walking:** Occasionally - within 15 feet to file, operate copier, disperse mail and 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 7-10 pounds when packages arrive in the mail or a couple of reams of paper or group of files are lifted.

**Carrying:** 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, filling, 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 - takes flights of stairs into and out to the office each day.

**Balancing:** N/A

**Push/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 4-5 hours a 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 an files.

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

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

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

The Office Technician works indoors in a thermostatically controlled environment, although occasionally the temperature fluctuates between very warm and cold. The floors for performance of all duties are linoleum.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Telephone, an electric typewriter, a personal computer, a calculator, a copy machine, paper shredder, hole-punch, paper cutter, fax machine and the usual office supplies.

**COMMENTS:** The OT works from 0800-1600, Monday through Friday.

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

**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:**

054-210-1139-803

- *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

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>CALIFORNIA CORRECTIONAL INSTITUTION</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>054-224-1139-001</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>ADULT INSTITUTIONS/HIGH SECURITY MALES</b>		CLASSIFICATION TITLE <b>OFFICE TECHNICIAN (T)</b>		
		WORKING TITLE <b>Grievance Office- CST Clarifying Interviews</b>		
		TIME BASE / TENURE <b>Full-Time/ Permanent</b>	CBID <b>R04</b>	WWG <b>2</b>
LOCATION <b>TEHACHAPI</b>		INCUMBENT		EFFECTIVE DATE <b>01/01/2024</b>
<b>CDCR'S 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>COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION</b>				
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<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> <li>1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and</li> <li>2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.</li> </ol>				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Chief Deputy Warden or designee and under the lead of the Staff Services Analyst (SSA) (General) and Correctional Counselor II (CC II) (Supervisor) Grievance Coordinator, the Inmate Grievance Office, Office Technician (OT) (Typing) is responsible for typing, filing, assisting with the maintenance of the Office of Grievance Tracking (OGT) located in the Strategic Offender Management System (SOMS) and arranging inmate clarification interviews requested by the Centralized Screening Team (CST) located within the Office of Internal Affairs (OIA). Specific duties include but are not limited to the following:				
<b>% of time performing duties</b>	<b>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.</b>			
40%	<b>DUTIES</b> Process, conduct, respond, and log request submitted by the CST located within the OIA. This may include additional documentation and/or clarifying inmate interviews.			
20%	Process, log and distribute incoming and outgoing mail for the Office of Grievances (OOG). Maintain files for all inmate Grievances and Appeals; type and print various documents for the inmate Grievance/Appeals process; ensure the alleged staff misconduct Investigative/Inquiry files are current, filed and contain the appropriate records.			
15%	Assist the OOG SSA (General) and the CC II (Supervisor) Appeals Coordinator in maintaining the OGT system in SOMS.			
10%	Work closely with the OOG SSA (General) and the CC II (Supervisor) Appeals Coordinator to tabulate information on new issues, trends, court decisions, and CompStat information.			

5%

Attend institutional staff meetings and take notes on all issues related to the OOG.

5%

Answer phones, make copies, scan documents, and perform other general office duties as required.

5%

Participate in appropriate In-Service Training; perform other related duties as required and assigned.

**ESSENTIAL FUNCTIONS**

**Knowledge and Abilities:**

**Knowledge of:** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

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**Push/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

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**SPECIAL REQUIREMENTS**

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**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

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

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CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM <b>CALIFORNIA CORRECTIONAL INSTITUTION</b>		POSITION NUMBER (Agency-Unit-Class-Serial) <b>054-261-1139-825</b>		MCR / HCR <b>1</b>
DIVISION / UNIT  <b>ADULT INSTITUTIONS/HIGH SECURITY MALES</b>		CLASSIFICATION TITLE <b>OFFICE TECHNICIAN (T)</b>		
		WORKING TITLE <b>Hiring and Recruitment</b>		
		TIME BASE / TENURE <b>Full-Time/ Permanent</b>	CBID <b>R04</b>	WWG <b>2</b>
LOCATION <b>TEHACHAPI</b>		INCUMBENT		EFFECTIVE DATE <b>04/01/2022</b>
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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 The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while: <ol style="list-style-type: none"> <li>1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and</li> <li>2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.</li> </ol>				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Staff Services Manager I and taking direction and assignment from the Hiring and Recruitment Analyst, the Office Technician (T) will provide clerical support for the examining function of the Personnel Office.				
<b>% of time performing duties</b>	<b>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.</b>			
30%	<b>DUTIES</b> Schedules employment interviews, types memos, forms, interview letters, prepares interview schedules, and SROA clearance requests. Scans documents, redacts confidential information from paperwork as needed, saves required documents into ECOS, and prepares interview folders with candidate applications, questions and scoring devices.			
30%	Responds to questions regarding the hiring process and procedures from staff and the general public. Answers phone inquiries regarding lateral transfers and examining process. Assists in reviewing applications for examinations. Assist with counter traffic and respond to questions or issues from employees. Makes copies, maintains recruitment files and new hire files.			
25%	Orders and clears certification lists based on established criteria, sends out inquiry letters, maintains tracking system to avoid expiration of active certifications and provides for timely clearance. Logs and tracks 647A documents, maintains 647 Tracking Log, and Recruitment Log. Attends weekly vacancy meetings to take minutes, types meeting minutes. Scans and attach documents in BIS and forward to HRA.			
10%	Maintain lateral transfer, certification and job control files for each job advertised. Ensure files contain all necessary documents and are filed correctly.			

5%

**MARGINAL FUNCTIONS**

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. Maintain examination bulletin boards assuring the examination and job opportunity bulletins are current and up-to-date. Attend annual training and Personnel staff meetings to keep informed of institutional and departmental policy changes. Other duties as appropriate.

**ESSENTIAL FUNCTIONS**

**Knowledge and Abilities:**

**Knowledge of:** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

**Ability to:** Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

**SUPERVISORY RESPONSIBILITIES:** None.

**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 I

One year experience in California State service performing duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II

Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act. (One year of clerical work experience may be substituted for the required education.)

**LANGUAGE SKILLS:** Ability to spell correctly, use good English, follow oral and written directions, read and write English at a level required for successful job performance, meet and deal tactfully with the public, prepare correspondence using a wide knowledge of vocabulary, grammar and spelling, and communicate effectively.

**MATHEMATICAL SKILLS:** 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 apply common sense understanding to carry out instructions furnished in oral or written form. Ability to evaluate situations and take effective action.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

**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 by 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 a workday  
Frequently: Involves 1/2 to 2/3 of workday  
Occasionally: Involves 1/3 or less of workday  
N/A: Activity or condition is not applicable

**Standing:** Occasionally - for periods of time to file or retrieve documents and to operate the copy machine and other office machines.

**Walking:** Occasionally - within 15 feet to file, operate copier, disperse mail and 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 7-10 pounds when packages arrive in the mail or a couple of reams of paper or group of files are lifted.

**Carrying:** 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, filling, 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 - takes flights of stairs into and out to the office each day.

**Balancing:** N/A

**Push/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 4-5 hours a 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.

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

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

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

The Office Technician works indoors in a thermostatically controlled environment, although occasionally the temperature fluctuates between very warm and cold. The floors for performance of all duties are linoleum.

**MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS:** Telephone, an electric typewriter, a personal computer, a calculator, a copy machine, paper shredder, hole-punch, paper cutter, fax machine and the usual office supplies.

**COMMENTS:** The OT works from 0800-1600, Monday through Friday.

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

**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:**

054-261-1139-825

**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

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-210-1139-819		MCR / HCR 1
DIVISION / UNIT  ADULT INSTITUTIONS/HIGH SECURITY MALES		CLASSIFICATION TITLE OFFICE TECHNICIAN (T)		
		WORKING TITLE Visiting/ Inmate Assignments		
		TIME BASE / TENURE Full-Time/ Permanent	CBID R04	WWG 2
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 04/01/2022

**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**

**BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS**

The High Security Mission (Males) provides safe and secure housing for the most violent and dangerous male offenders, while:

1. Providing opportunities for these inmates to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and
2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.

**GENERAL STATEMENT**

**BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Inmate Assignment Lieutenant, and the general guidance of the Visiting Sergeant, the Office Technician (T) performs a variety of detailed assignments and exercises a high degree of initiative, independence, good judgment, effective communication skills, and originality in performing assigned tasks for the following staff: Captain, Visiting Lieutenant, Visiting Sergeant, and for staff designated by the Sergeant. This position functions as a secretary and is required to convey detailed and sensitive information with the public and outside agencies, and to maintain a high standard with regards to confidential matters.

**% 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%

**DUTIES**

Assist the Visiting Processing Officer with the input of CDCR 106 Visiting Applications into the Strategic Offender Management System (SOMS) database, processing Visitors through reception, and scheduling Non-Contact appointments as needed. Submit training assignments to In-Service Training (IST). Collect monthly vehicle mileage logs and deliver to Operations Associate Warden Secretary. Assist Visiting Staff with Work Order Requests, retrieve log number and send to Plant Operations. Responsible daily for: retrieving and delivering Fair Labor Standards Act (FLSA) reports for Visiting area, checking Visiting box for mail, sorting and distributing any received mail, maintaining the monthly Office, Household and Perpetual Inventory Sheets.

Review and edit response to correspondence. Type confidential and non-confidential material for the Inmate Assignment Lieutenant, Visiting Sergeant, Visiting Lieutenant, and the Captain, Operations; to include, but not limited to: letters, memorandums, correspondence to inmates, inmate families, public, Attorneys and other State agencies. Track assignments and communicate due dates with staff. Ensure assignments are reviewed and prepared in a professional and timely manner.

Maintain filing system for easy retrieval, file correspondence, memorandums and Inmate Visiting Files. Create and label a file folder for all new Inmates, and shred all files and Identification cards of inmates that have paroled.

30%	Answer and screen telephone calls, take messages, refer calls and individuals, when appropriate, to subordinate staff. Provide information to the general public to include, but not limited to: housing of an inmate, verifying approval or disapproval of visitation status, and to schedule and cancel upcoming Non-Contact Appointments. Update the Visitor Processing Appointment Scheduling System (VPASS) message and Visitor Information Lines to reflect any modified programs for visitation.
10%	On a weekly basis, collect and count all photo and tokens used over the weekend with the designated Canteen Staff for the Inmate Welfare Fund. Gather all needed paperwork and signatures to procure items needed for the Visiting Department and Family Visiting Units. This program is currently suspended for Covid-19 restrictions.
5%	Maintain post orders and complete any revisions. Send out rough drafts to supervisors for revision according to their schedule, tracks progress with due dates. Utilize e-mail and scanner to electronically disseminate information. Type Post Orders, send to Operations Associate Warden Secretary for Signatures, once originals are received, send out to be put on post.
5%	Complete a file purge every three months or as needed to maintain an orderly file room. Pull all files and review the Inmate’s housing in the SOMS database. Mail files to the Facility where the inmate is housed.
5%	During the absence of the Facility C Captain Secretary, will assist in picking up the inmate grievances on Facility C as needed. The CDCR grievance appeal forms will need to be picked up from Housing Units 2 through 5 and dropped off to the Grievances Office in the Administration Building by 1100 hours. You must sign and print your name in each Housing Unit Log book and note what was retrieved from the inmate grievances box. A route slip will have to be filled out prior to dropping off the appeals to the appeals office. If an issues arise as to the drop off time of the grievances contact the appeals office.
5%	<b>MARGINAL FUNCTIONS</b> 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. Order and maintain office supplies and equipment. Complete Mandatory IST module and attend required classes. Other duties deemed appropriate for the Office Technician classification.

**ESSENTIAL FUNCTIONS**

**Knowledge and Abilities:**

**Knowledge of:** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

**Ability to:** Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

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**COMMENTS:** The OT works from 0730-1530, Monday through Friday.

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**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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