

DUTY STATEMENT

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

		RPA-	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services (CCHCS)		POSITION NUMBER (Agency - Unit - Class - Serial) 140-213-1139-xxx	
UNIT NAME AND CITY LOCATED California Health Care Facility (CHCF), Stockton		CLASS TITLE Office Technician (Typing)	
WORKING DAYS AND WORKING HOURS		SPECIFIC LOCATION ASSIGNED Health Care Services	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under direction, the Office Technician (Typing) is responsible to provide clerical support to a wide variety of programs.			

% 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. (Use additional sheet if necessary)
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Essential Functions:	
45%	Processes and handles confidential documentation, and independently prepares memorandums, letters, and reports. Prepares copies, maintains and files documents as appropriate; develops and maintains computer tracking systems which will be utilized to coordinate and track staff assignments until completion. Prepares reports for management. Maintains files and documents for staff, and proficiency reports.
35%	Schedules appointments, meetings, and maintains calendars, and coordinates and assists in making travel arrangements for the Associate Warden and other designated executive staff as necessary. Takes minutes for varied meetings, transcribes, types, updates and maintains minutes from related meetings. Coordinates communication reports and correspondence.
10%	Exercises a high degree of independent action, screens visitors, screens calls and route phone calls from employees, headquarters staff, and the public, answering inquiries within the limits of confidentiality laws; screens visitors, respond to telephone calls, and inquiries as appropriate. Picks up and delivers both incoming and outgoing mail on a daily basis; distributes incoming mail to appropriate staff; distributes incoming fax documents.
10%	Schedule and coordinate video/telephone conferences, scheduling conference rooms, notify attendants, prepare and provide agendas, materials and documents. Maintain documentation filing system. Act as timekeeper for designated staff.

Indicate the duties and responsibilities assigned to the position.	
<p>Knowledge and Abilities:</p> <p>Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training</p> <p>Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. Perform 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.</p> <p>Special Personal Characteristics: A demonstrated interest in assuming increasing responsibility.</p>	

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE