

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Health Care Facility (CHCF)		POSITION NUMBER (Agency-Unit-Class-Serial) 190-210-1139-XXX		MCR / HCR
DIVISION / UNIT  Division of Adult Institutions Custody Support/Facility A&B		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION Stockton, CA	INCUMBENT		EFFECTIVE DATE	

**CDCR'S MISSION, VISION and COMMITMENT**

**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.

**Vision**  
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**Commitment**  
CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

**DIVISION OVERVIEW**

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 ingenuity are encouraged. Your efforts to treat others fairly, honestly, and with respect are critical to the success of the department's mission.

**GENERAL STATEMENT**

Under the direction of the Associate Warden (AW) for Facility A and B, the Office Technician (Typing) (OT) performs a variety of clerical duties and provides functional guidance in training and assisting other OTs for Facility A and B. Utilizing a variety of computer programs, the OT will complete routine and confidential correspondence, reports, and memorandums. The OT will be responsible for quality control of Division submissions by directing, screening, and proofing correspondence and replies to assignments from facilities. The OT will maintain the AW's appointment

calendar, travel schedule, itinerary, and ensure that all assignment deadlines are tracked and monitored for completion. This position may be responsible for the supervision and timekeeping of incarcerated workers assigned.

% 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.
35%	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. Prepare reports for management. Maintain files and documents for staff, and proficiency reports. Picks up and delivers both incoming and outgoing mail on a daily basis; distributes incoming mail to appropriate staff. Collects grievances daily and distributes to appropriate programs.
35%	Schedules appointments, meetings, and maintains calendars, and coordinates and assists in making travel arrangements for designated staff as necessary. Takes minutes for varied meetings, transcribes, types, updates and maintains minutes from related meetings. Coordinates communication reports and correspondence. Exercises a high degree of independent action, screens visitors, screens calls and routes phone calls from employees, headquarters staff, and the public, answering inquiries within the limits of confidentiality laws; respond to telephone calls, and inquiries as appropriate.
20%	Maintains office-filing systems. Proofs and routes interdepartmental correspondence from facilities for review and submission. Utilizing a computer and different programs, tracks and monitors assignments, Performance Appraisals, Incident Reports (CDC 837's), and Disciplinary Action Reports
5%	Complete all staff timekeeping reports for Division staff members as well as timekeeping for the incarcerated assigned to the area. Schedule and coordinate video/telephone conferences, archive monthly reports, and maintain custody staff's supervisory files.
5%	Attend position related training and meetings. Attend annual In-Service Training. All other duties as required within the scope of the Office Technician (Typing) classification.

**SPECIAL PERSONAL CHARACTERISTICS**

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, 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 timeline 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
<b>SUPERVISOR'S STATEMENT:</b> <ul style="list-style-type: none"><li>● <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li>● <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i></li></ul>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE