

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 076-XXX-1139-XXX				
UNIT NAME AND CITY LOCATED California Medical Facility- Vacaville, CA		CLASSIFICATION TITLE Office Technician (Typing)				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
The Office Technician (Typing) provides clerical support. The duties performed and responsibilities associated with this position require high level of clerical skills, initiative, independence of action and good judgement.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
35%	Type reports, letters, and memorandums, as assigned. Log, route and track documents requiring signature approval. Independently, or with minimal direction, compose correspondence, meeting notices, reports and general requests for health care program information using department approved software programs. Create and maintain an assignment log; input staff person assigned and project due date; follow-up on overdue assignments. Edit outgoing correspondence; ensure consistency with administrative policy, as well as format, grammar construction, adherence to departmental policies; work with author to make necessary corrections. Maintain a chronological file of all incoming and outgoing correspondence. Maintain accurate input of appropriate data collection information into Tracking Systems.					
30%	Answer telephones, take messages, fax, photocopy, process incoming and outgoing mail, arrange for material to be duplicated and act as a courier. Prepare and update schedules. Develop and maintain a filing system that allows for easy retrieval of documents. Using a variety of computer software.					
20%	Attend meetings and take meeting minutes; arrange for meeting space; using outlook send out meeting requests; set up conference calls as needed; duplicate handouts and agenda. Provide administrative support, i.e. arrange for ground and air transportation and lodging. Prepare and submit travel advances and travel reimbursement claims. Work with accounting to rectify any					

<p>15%</p>	<p>problems. Initiate and provide accurate communication support to all staff, guests, visitors, offices, institutions or departments, etc.</p> <p>Collect, audit and maintain timesheets. Liaison with Personnel Analyst regarding personnel and timekeeping issues. Maintain and update the daily calendar. Back-up other office support staff as needed. Order and maintain office supplies for assigned staff. Assist and train new support staff. Other duties as required.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Modern office methods, supplies, and equipment; business English and correspondence; and principles of effective training.</p> <p><i>Ability to:</i> 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; and provide functional guidance.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Education equivalent to completion of the twelfth grade. Demonstrate proficiency in Microsoft Office Suite; optional: Visio, Project, Access, and various clinical applications. • Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. <p>OTHER DOMAINS</p> <p>SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT</p> <ul style="list-style-type: none"> • CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a “NO HOSTAGE” policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of the incarcerated.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • 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.

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
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