

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 1
DIVISION / UNIT Division of Adult Institutions Custody Support		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				
<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> <p>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.</p> <p>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.</p>				
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 productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.				
GENERAL STATEMENT				
Under the direction of the Correctional Captain and Associate Warden for Facility E, the Office Technician (Typing) (OT) provides all aspects of clerical support for Facility E. The OT performs the most difficult clerical duties and is expected to exercise a high degree of initiative, independence, and originality performing assigned tasks for Facility E. The OT regularly makes contact with various programs at CHCF and provides correspondence involving Facility E knowledge and policies and procedures. The OT is responsible				

for the quality and timely production of all clerical tasks in Facility E. The OT will use good judgement and communicate effectively. The OT may have responsibility for functional guidance in training and assisting less experienced staff. In addition, this position may be responsible for the supervision and timekeeping of incarcerated workers assigned to Facility E.

% 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. Prepares reports for management. Maintains files and documents for staff, and proficiency reports. Documents required for Facility E will require pick up and coordination amongst other clerical staff in all areas of the facility. This includes picking up appeals or other documents at various locations throughout the institution and in the housing units where incarcerated individuals are located.
30%	Schedules appointments, meetings, and maintains calendars, and coordinates and assists in making travel arrangements. Takes minutes for varied meetings, transcribes, types, updates and maintains minutes from related meetings. Coordinates communication reports and correspondence.
20%	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. Supervise inmates while performing their assigned duties and record their daily attendance.
5%	Attend position related trainings and meetings. Attend annual In-Service Training. 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. Knowledge and Abilities: Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training 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.

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.

<ul style="list-style-type: none"> A demonstrated interest in assuming increasing responsibility. 		
SPECIAL REQUIREMENTS		
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i> 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: <ul style="list-style-type: none"> <i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i> <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> 		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE