

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-224-1139-802		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS/REGION IV		CLASSIFICATION TITLE OFFICE TECHNICIAN (T)		
		WORKING TITLE Litigation Secretary		
		TIME BASE / TENURE	CBID R04	WWG 2
LOCATION TEHACHAPI	INCUMBENT		EFFECTIVE DATE 5/1/26	

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

The Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while:

1. Providing opportunities for these incarcerated persons 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

054-224-1139-802

Under the general supervision of the Chief Deputy Warden, the Office Technician (T) provides clerical support to the Litigation Coordinator. This position requires a high degree of initiative and independence in performing assignments, managing time and meeting deadlines with general instructions. The clerical assigned to this position must be able to perform a variety of tasks and is expected to consistently demonstrate productivity and originality in performing assigned tasks. It is necessary to be confidential in dealing with sensitive, detailed information provided to this office in order to maintain the integrity of the Litigation’s Office.

% 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.
30%	Type and transcribe sensitive and confidential documents, policies and procedures and correspondence dealing with the incarcerated population, or staff to the Attorney General’s Office, federal, state and local courts, Headquarters, Warden’s Office and the Chief Deputy Warden. Typing interrogatories, admissions and legal briefs.
25 %	Research and compile information for incarcerated persons litigation cases, including examining incarcerated persons C-Files and ordering C-Files from archives when necessary. Photocopying of documents and office file material, summons, complaints and other documents requested by the Attorney General’s Office, plaintiff’s attorneys, involved parties and the institution.
25%	Assisting Attorney General’s Office, Legal Analysts, private attorneys, law enforcement and court personnel in litigation matters. Answer staff inquiries and provide assistance and guidance regarding departmental policies and procedures in legal affairs. Notify staff of upcoming litigation, summons and complaints, as well as progress of incarcerated persons lawsuits.
15%	Maintain office equipment, litigation files, computer litigation log ordering of supplies and follow-up on all incoming service documents from staff and incarcerated persons. Update statistical reports, coordinate attorney visits with staff for interviews and depositions and process Litigation Office mail.
5%	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 annual In-Service Training and any other required training. Perform other duties deemed appropriate for the Office Technician (T) 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.

Knowledge and Abilities:

Ability to: 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.

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.

SPECIAL PERSONAL CHARACTERISTIC: A demonstrated interest in assuming increasing responsibility.

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 read and comprehend Personnel instructions and memoranda. Ability to effectively present information one-on-one to other employees. Ability to spell correctly; use good English; follow oral and written directions; read and write English at a level required for successful job performance.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide using whole numbers and common fractions.

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: Typing certificate. Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

OTHER SKILLS AND ABILITIES: Ability to identify discrepancies in timekeeping data, ability to transfer detailed information accurately, ability to pace workload to meet deadlines, ability to handle questions, and inquiries without exhibiting extreme responses. Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: Ability to key information into a computer terminal.

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

Standing: Frequently - stands while assisting staff, filing, or photocopying.

Walking: Frequently – required to walk to deliver/pick-up mail and to other phones.

Sitting: Frequently - sits at a desk at least one-third of the day. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - lifts stacks of paperwork, stacks of forms, or other paper weighing up to 5 10 pounds,

Carrying: Occasionally - carrying above-noted items.

Bending/Stooping: Occasionally - bends or stoops when retrieving forms, or handling files stored on lower shelves. Slight bending of 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: Constantly - reaches forward when operating a computer, answering phones, retrieving or replacing files, obtaining forms, and assisting people.

Reaching Overhead: Occasionally - reaches overhead to retrieve files stored on top shelves.

Climbing: Occasionally - climbs when using the ladder to reach files or forms. Occasionally - climbs steps throughout the institution during performance of regular work responsibilities

Balancing: Occasionally - on stepstool noted above.

Pushing/Pulling: Occasionally - pushes/pulls when replacing or retrieving files from vertical file cabinets. The worker may slide a box of computer paper when incarcerated persons assistance is not available.

Kneeling/Crouching: Occasionally - may kneel to reach lower shelves.

Crawling: N/A

Fine Finger Dexterity: Constantly - utilizes fine-finger dexterity when sorting through paper, inputting information to the computer, operating a 10 key, typewriter, or filling out forms.

Hand/Wrist Movement: Constantly - uses hands and wrists when filing, photocopying, alphabetizing, folding papers, answering phones, operating a computer, or passing out forms.

Hearing/Speech/Sight: Necessary to operate a computer, answer phones, communicate with co-workers and staff seeking assistance.

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.

Most work is accomplished in an office area that is thermostatically controlled with linoleum-covered floors.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, photocopier, computers, date stamp machine, shredder and Fax.

COMMENTS: The OA (T) 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 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
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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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