

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Board of Parole Hearings	POSITION NUMBER (Agency-Unit-Class-Serial) 065-155-1379-XXX		MCR / HCR 1
DIVISION / UNIT Facility Support - Correspondence	CLASSIFICATION TITLE Office Assistant (Typing)		
	WORKING TITLE Office Assistant (Typing)		
	TIME BASE / TENURE Perm/FT	CBID R04	WWG 2
LOCATION Sacramento County	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

The Board of Parole Hearings (BPH) maintains a high performing parole hearings system to protect and preserve public safety through the exercise of its statutory authorities and policies, while ensuring due process to all incarcerated persons who came under the jurisdiction of the BPH.

GENERAL STATEMENT

Under the direction of the Staff Services Manager I, Facility Support (FSU), the Office Assistant (Typing) will perform a variety of general office duties which include: mail and document handling; composition of correspondence; filing and records management; ordering and maintaining supplies and equipment; typing and transcription; and , document preparation and review for the Board of Parole Hearings (BPH). The incumbent will regularly perform duties requiring adaptation to various situations. They must be able to use judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. In

addition, the incumbent may have lead responsibility over less experienced employees in areas such as training and answering questions on work procedures. Integrity, dependability and regular attendance both in-office and via telework are essential.

% 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%	Process all incoming and outgoing mail and packages accurately and in a timely manner. Make routine pickups and deliveries of mail between two office buildings. Pick up mail from the building’s mailbox. For incoming mail (which includes but is not limited to United States Postal Service, intra-agency mail, and packages) by screening, sorting, date stamping, opening, and distributing to the respective units within the building. Review and scan mail and email submissions to share drive. Prepare and stuff envelopes and/or boxes for special mail-outs. For outgoing mail and packages, apply accurate postage using the Pitney Bowes or similar machine. Replenish postage meter funds each month, and complete Pitney Bowes usage reporting. Follow package-shipping procedures in accordance with vendor instruction. Maintain the postage and mailing machines.
30%	Electronically process and file the scanned mail accurately and timely by keying, assigning, and uploading into the Board’s Information Technology System (BITS). Process email submissions, file digital copies of mail from share drive. Store and archive files, maintain files, logs, and records retention schedules for the Board of Parole Hearings (BPH). Maintain the FSU electronic share-drive in an efficient and organized fashion. Review documents and reports for completeness, accuracy, and conformity.
25%	Assist OT with the delivery of paper, envelopes, and supplies as needed, escort Board visitors and interact with all levels of staff related to building management issues. Escort various vendors within the building. Assist in movement, arrangement, or breakdown of tables, chairs, or other various tasks needed for Training, Board Meetings, or special events. Assist with inventorying property for survey and or transfer. Clean and organize storage rooms; maintain copiers and shredders; assist in coordinating office moves; assist in moving furniture or other various items; assist in setting up/disassembling furniture; Assist FSU and TLU analysts with the less complex duties.
10%	Receives incoming phone calls from Spanish speaking witnesses, victims, and family members. Provides translation and communication either in writing or verbally. Translates incoming correspondence from Spanish to English and written forms into Spanish. Review and edit transcripts electronically for accuracy, as needed. Provides clerical support to the FSU and other Administrative Sections.
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.

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

- Example: 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
-------------------------	----------------------	------

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
---------------------------	------------------------	------