

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Legal Affairs		POSITION NUMBER (Agency-Unit-Class-Serial) 065-400-1139-013		MCR / HCR 1
DIVISION / UNIT Administrative Support Section Employment Advocacy and Prosecution Team Legal Support Unit		CLASSIFICATION TITLE Office Technician (Typing)		
		WORKING TITLE Office Technician (Typing)		
		TIME BASE / TENURE FT/Perm	CBID R04	WWG 2
LOCATION 10111 Old Placerville Rd, Sacramento, CA, 95827		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				
The Office of Legal Affairs (OLA), Employment Advocacy and Prosecution Team (EAPT) assists in investigations into employee misconduct, advises on disciplinary decisions, and pursues disciplinary actions on behalf of CDCR. In addition, EAPT litigates appeals to the State Personnel Board (SPB), requests to file charges with the SPB, or whistleblower complaints before the SPB, and defending or prosecuting petitions for writs of administrative mandamus before the superior and appellate courts.				
GENERAL STATEMENT				
Under the direction of the Supervisor II (Supervisory), the Office Technician (Typing) will independently perform administrative office work for OLA and provide support to multiple areas such as front reception, procurement, legal support, and travel. Duties include mail and document handling, data entry, logging and tracking, corresponding, and completing forms. The incumbent is expected to maintain a positive, empathic, and professional attitude towards employees, contractors, vendors, and the public, and should be comfortable with managing interruptions and reprioritizing tasks under pressure.				

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% 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.
25%	Provide sensitive public contact and customer service over the telephone and at the front reception; proactively research and obtain answers; pick up, deliver, open, date stamp, log, sort, prepare, track, scan, email, and distribute daily mail; enter data into Excel spreadsheets and various databases; photocopy or scan various documents; receive legal documents, service of process forms, Public Records Act requests, and other documents and forward to the appropriate OLA program contact; interact with visitors and Department employees; escort visitors to meeting rooms; update rosters; prepare weekly assignment list; prepare and print shipping labels
25%	Initiate and submit purchase requisitions for approval in SAP/BIS; obtain purchase requisition quotes and required documentation for procurement; work with vendors, Office of Business Services, and Enterprise Information Services to ensure products and services are received and invoices are processed in a timely manner; log purchase requisitions and purchase order amounts; log, scan, and file invoices; maintain organized working files; enter goods receipts in SAP/BIS.
20%	Order supplies for mail station, supply room, and satellite offices; order toner and miscellaneous parts for printers and copiers; stock and maintain an inventory of stock on hand; assist with and fulfill supply requests from supervisors and employees; fill copy machines with paper on a regular basis; monitor printer and copier toner levels; initiate service requests for printer/copier/scanners, maintain supply areas near copy machines.
15%	Assist legal secretaries with exhibits by copying, hole-punching, filing binders, packaging, and shipping; organize and maintain paper files
10%	Organize interview documents for the interview panel; proctor writing exercises, scan and forward completed recruitment documents to personnel liaisons; set up new employee workspaces with basic office supplies and new employee onboarding documentation, assist with new employee onboarding and offboarding. Update equipment tracking logs with serial numbers and asset tag numbers.
5%	Prepare travel expense claims (TECs) in CalATERS and update tracking logs; gather, organize, and complete electronic submission of TECs with receipts to the Regional Accounting Office (RAO); track TECs and payment status; communicate with RAO and employees to troubleshoot issues and ensure compliance with Departmental and statewide guidelines; distribute pay warrants; attend meetings; complete annual mandatory 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.

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 miscommunication, delays in service, or the misdirection of clients, which can negatively impact office efficiency, staff productivity, and public perception of the Department. Inaccurate handling of information or calls may also lead to confidentiality concerns or missed deadlines.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

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<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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