

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 394-223-1155-VAR		MCR / HCR
DIVISION / UNIT  Case Records		CLASSIFICATION TITLE Case Records Technician		
		WORKING TITLE Case Records Technician		
		TIME BASE / TENURE Perm/ FT	CBID R04	WWG 2
LOCATION Crescent City, CA		INCUMBENT		EFFECTIVE DATE 01/01/2025
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS 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.				
<b>GENERAL STATEMENT</b>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the close supervision of the Supervising Case Records Technician (SCRT), the Case Records Technician (CRT) performs varied duties of complexity and difficulty, relating to processing, maintaining and controlling incarcerated person and parolee records. Act as a departmental liaison on Case Records related issues, involving detailed, sensitive, and extensive interaction with State, City, County, private sector, law enforcement and other agencies. Duties involve intake, transfer, parole, and discharge processes and are in compliance with State laws, rules, regulations and departmental policies meeting statutory requirements.				
<b>% of time performing duties</b>	<b>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.</b>			
45%	Access incarcerated person, parolee and discharged offender Central Files (C-File) and maintain integrity, accuracy and uniformity of Central Files (C-Files) through the Electronic Records Management System (ERMS) and the Strategic Offender Management System (SOMS) database system. Follow C-File security and confidential procedures and policies. Ensure accurate data entry, prepare and review offender or parolee files. Recognize, sort and scan a multitude of documents according to Departmental policy and timeframes. Identify documents that need immediate action prior to scanning in the C-File. Ensure proper placement of scanned documents in the C-File. Identify, evaluate, interpret, type, copy, track, distribute, and or prepare a multitude of documents, actions, and/or dispositions including but not limited to departmental forms, reports; legal documents from courts or law enforcement; other			

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	<p>state, federal or local agency documents and forms. Maintain Board of Parole Hearings actions and reports in database for incarcerated persons or parolee file. Video conference scheduler, responsible for scheduling court hearings, BPH, attorney, litigation, internal affairs, attorney general, visit assessments, parole suitability hearings. Maintain calendar on share point, ducat appointments, publish weekly and monthly logs. Release; Parole and/or discharge; Pre-registration, Registrations and Release Date Notifications; Holds, Warrants, and Detainers including Extradition; Out to court processing and follow-up.</p>
<p>35%</p>	<p>Coordinate and interact in person, and/or via telephone, facsimile, or written communication with a multitude of people, including but not limited to staff at all levels of the institution including contracted staff, as well as state and local law enforcement agencies, incarcerated person family members, victims and or next of kin, courts, attorneys, Attorney General’s Office, U.S. Immigration and Customs Enforcement, Department of Justice, Federal Bureau of Prisons, CDCR Headquarters and field staff including Division of Adult Parole Operations, Board of Parole Hearings and Juvenile Justice. Responsible to perform tasks associated with one or more functional areas of average to complex; lifer hearing calendars and schedules; incarcerated person transfers; disciplinary actions; Intake.</p>
<p>15%</p>	<p>Access, evaluate, enter, update, retrieve, and maintain accurate data and create or print reports for various Case Records processes utilizing ERMS, SOMS, Automated Transfer System, Live Scan, California Law Enforcement Telecommunications System, and other applicable systems. Type a variety of forms, documents, reports, letters, correspondence and discharge documentation. Coordinate gate clearances.</p>
<p>5%</p>	<p>Provide training on ERMS scanning and other training as it relates to Case Records functions or as required. Collect, review, distribute and process mail. Provide back-up to other CRT functions. Research, gather and assemble information for daily, weekly, monthly, quarterly, or yearly reports and special projects. Scheduling conference rooms for meetings, scheduling C-File reviews, personnel related tasks, coordinating building maintenance issues, preparing contracts, tracking and or purchasing supplies. Attends a minimum of 40 hours of In-Service Training annually. 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. Other duties as required.</p>

**SPECIAL REQUIREMENTS**

- **Knowledge of:** Modern office supplies, equipment, and procedures; grammar, spelling, punctuation, and modern English usage; and arithmetic.
- **Ability to:** Interpret written and numerical data; use personal computer/microcomputer systems and software applications in the performance of technical work; accurately enter data into a computerized database; learn and understand a broad range of technical data and apply it to individual cases; perform technical tasks in the correctional case record keeping process; file case records files and maintain a filing system; communicate effectively; perform mathematical computations; apply laws, rules, and regulations; interpret and use reference material; follow instructions; use tact and good judgment in dealing with fellow employees, the public, and other governmental entities; and operate office machines.
- **Special Personal Characteristics:** Willingness to work in a variety of correctional or parole settings; capacity for assuming progressively greater responsibility; tact; read or view potentially graphic or discomfoting information; and work long and unusual hours based on operational needs.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently

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performed. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated persons, visitors, nonemployees 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 time line 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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