

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Sierra Conservation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 099-231-1379-VAR		MCR / HCR 1
DIVISION / UNIT Programs Division/Education		CLASSIFICATION TITLE Office Assistant (Typing)		
		WORKING TITLE Office Assistant		
		TIME BASE / TENURE PFT	CBID R04	WWG 2
LOCATION Jamestown, California		INCUMBENT		EFFECTIVE DATE 6/2/2026
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				
<p>The primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, and to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers fire camps located throughout the State of California.</p> <p>The mission of the Sierra Adult School is to provide academic, career technical, and life skills programs that promote rehabilitation and empower students to become responsible, productive, contributing citizens.</p>				

GENERAL STATEMENT	
<p>Under the Supervisor of Correctional Education Programs (SCEP), Supervisor of Academic Instruction (SAI), the Office Assistant (Typing) (OA) will create documents using Microsoft Word; enter data into an Excel spreadsheet and Business Information Systems (BIS); under supervision maintain an inventory of supplies and equipment; utilize Strategic Incarcerated People Management System (SOMS) to maintain incarcerated people’s Education Records through the input of data and scanning of documents; proctor various Education exams and process assessment document scores, high school transcripts, General Education Development certificates; utilize SOMS for educational record keeping purposes; process, distribute and maintain copies and logs as appropriate, for various education, institutional, and Department reports.</p>	
% 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%	<p>Under supervision screen incoming assessment and correspondence, track necessary actions to be taken, and respond with a reply from the SCEP, SAI, or the SVI when appropriate. Screen telephone calls and provide general information about established programs which requires sensitive public contact. Provide factual information in response to inquiries. Perform routine tracking and maintenance of various education reports, assessment data, and documentation</p>
25 %	<p>Under supervision research prior school records, prepare request for transcripts to and from schools and institutions, upload information to SOMS incarcerated people education case notes records. Evaluate and categorize incoming mail and received information. Document preparation for purchase requests, data entry of purchase request into BIS. Track various Education budgets and expenditures.</p>
20%	<p>Collect, organize, order and deliver institutional supplies including materials provided by the Office of Correctional Education and Career Technical Education. Train Education staff as needed on various office procedures.</p>
15%	<p>Proctor and assist the SCEP, SAI, or SVI with Education testing in all Educational areas. Verify student participation eligibility and adherence to Testing Program policy and procedures.</p>
5%	<p>Attend a minimum of 40 hours of In-Service and On-the-Job training annually. Attend any other training or meetings as mandated or appropriate. Assist and serve as back-up to the Education Office – Office Assistants (Typing) and perform other job related duties as assigned.</p>
5%	<p>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.</p>
SPECIAL PERSONAL CHARACTERISTICS	
<ul style="list-style-type: none"> • 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	
<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