

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT –Office Technician (Typing)

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM MULE CREEK STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 025-261-1139-003			
DIVISION / UNIT DIVISION OF ADULT INSTITUTION		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
		WORKING TITLE OFFICE TECHNICIAN (TYPING), CHIEF DEPUTY WARDEN			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION MULE CREEK STATE PRISON, IONE CA		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					
This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.					
GENERAL STATEMENT					
Under the supervision of the Chief Deputy Warden, the Office Technician (Typing) provides secretarial support to the Chief Deputy Warden and performs work of a highly confidential nature relating to all phases of the institution.					
% 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.			
35%		Type a variety of highly sensitive and confidential reports and correspondence, and independently compose correspondence as directed. Disseminates labor relations materials and bargaining unit contracts to local management and supervisors.			

20%	Responsible for the maintenance of confidential and administrative office filing system; track and follow-up on 837 Incident Reports, redact and distribute 837 Incident Reports; assign, track and follow-up on assigned workload using DATS system; schedule meetings, keep appointment calendars and coordinate travel. Prepare vacation schedule for Executive Staff.
15%	Responsible for sorting, logging, and routing mail for Warden, Chief Deputy Warden, Administrative Assistant, and Use of Force Coordinator. Copies and distributes DOM revisions, OP procedures and resource supplements. Receive, screen and refer calls and/or visitors to appropriate staff. Serves as the office timekeeper and Tool Control Coordinator; order all office supplies; prepare transfer packages.
15%	Provides clerical support/coverage for Executive Assistant, Warden’s Office, during his/her absence.
10%	Set agendas; take and transcribe minutes for a variety of meetings, including, but not limited to: Weekly Overtime Meeting, Emergency Response Review Committee; Institution Services and Operations Quality Management Committee; acts as the Safety Coordinator, attends safety meetings on a monthly basis. Orders plaques; maintenance and ordering of toner for copier and FAX machine. Put in service calls and maintenance requests.
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 time sheets 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 prison individuals, 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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