

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM AVENAL STATE PRISON		POSITION NUMBER (Agency-Unit-Class-Serial) 026-231-1139-802		MCR / HCR 1
DIVISION / UNIT ADULT INSTITUTIONS		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
		WORKING TITLE OFFICE TECHNICIAN (TYPING)		
		TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION EDUCATION	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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the supervision of the Supervisor of Correctional Education Programs, the Office Technician (T) will transcribe dictation including correspondence, memorandums, miscellaneous reports and performance and probationary reports; distributes mail; maintains files; Xeroxes; attends meetings and IST classes; maintains appointment calendar; responds to and directs telephone inquiries; types attendance rosters and statistical reports and documents.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Office Technician (T) will transcribe dictation including correspondence, memorandums, miscellaneous reports and performance and probationary reports; distributes mail; maintains files; Xeroxes; attends meetings and IST classes; maintains appointment calendar; responds to and directs telephone inquiries; types attendance rosters and statistical reports and documents.

% 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.
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35%	Transcribe data involving administrative matters from the Supervisor of Correctional Education (Department head) relative to academic, vocational programs, as well as developing correspondence including, but not limited to requesting incarcerated person education transcripts and preparing them for distribution. Also, independently handle routine office duties such as institutional mail, ordering supplies, receiving book orders, etc.
35%	Will maintain audit/tracking system to insure timely receipt of reports, and guarantee policy adherence and correct format usage. Will attend training classes and conferences as scheduled, make copies of appropriate data, establish and retain communication lines between supervisor and subordinates, relieve supervisor of routine duties such as supply requisitions/distribution, etc., and perform other duties as required.
20%	Screen calls from staff and public; act as a resource person; channel calls to appropriate staff; and follow through on specific inquiries, both verbal and written.
5%	Type personal and confidential matters for academic and vocational staff as assigned by the Supervisor of Correctional Education Programs.
5%	Maintain all department, institution and education manuals, including operational plans. Perform other duties as assigned. Attend In-Service Training as required. 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 prison individuals, 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