

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Pelican Bay State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 394-261-1139-710	MCR / HCR 2	
DIVISION / UNIT Administration- Warden's Office	CLASSIFICATION TITLE Office Technician (Typing)		
	WORKING TITLE Office Technician (Typing)		
	TIME BASE / TENURE P/FT	CBID R04	WWG 2
LOCATION Crescent City, CA	INCUMBENT		EFFECTIVE DATE 1/1/2026
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			
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.			
GENERAL STATEMENT			
Under the general supervision of the Chief Deputy Warden, the Office Technician, Typing, is responsible for the clerical support to the Chief Deputy Warden and the Warden in the absence of the Executive Assistant.			

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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.
40%	Responsible for proofreading and editing documents, including Department Operational Manual Supplements, Operational Procedures, for Chief Deputy Warden/Warden signature/review; typing a variety of highly sensitive and confidential reports and correspondence directed to other State agencies, government officials, Department personnel, and private individuals involved with the operation of the prison. Maintains assignment tracking system for Chief Deputy Warden's assignments. Open, track, and direct all incoming mail in the absence of the Executive Assistant.
20%	Coordinates calendar, meeting material, and takes minutes for the Chief Disciplinary Officer Meeting, Restricted Housing Unit Status Review Meeting. Executive Staff and Morning Security Minutes when the Executive Assistant is not available. Maintains appointment calendar for the Warden's Office, Conference Room, and Chief Deputy Warden; coordinates travel for the Chief Deputy Warden; and maintains attendance records (timekeeper) for administrative staff, including Associate Wardens.
15%	Responsible for providing backup clerical support to the Warden; attends all clerical meetings.
10%	Receives, screens, and refers calls, mail, and/or visitors to appropriate staff; responds to telephonic and personal inquiries as appropriate regarding operational procedures, policies, and standards for the prison.
10%	Assist the Executive Assistant with distribution of assorted documents, typing, etc.; handle confidential information in relation to employee investigations/actions; follow-up as necessary.
5%	Responsible for updating, preparation, and distribution of the confidential Administrative Officer of the Day contact information and schedule. Track and post non-confidential DOM Supplements and OPs on the LAN and send e-mail to all staff. Assist in ordering and maintaining necessary supplies for the Warden's Office. Other duties 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 incarcerated people, 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.*

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT: • <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