

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 095-224-1139-802		MCR / HCR 1/D	
DIVISION / UNIT Administration / Litigations		CLASSIFICATION TITLE Office Technician (Typing)			
		WORKING TITLE			
		TIME BASE / TENURE FT	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION San Quentin, CA		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.					
Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION					
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.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Chief Deputy Warden, the Office Technician provides clerical support to the Litigation Coordinator. This position requires the ability to work independently, managing time and meeting deadlines with minimal supervision. The clerical assigned to this position must be able to perform 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. It is necessary to be confidential in dealing with sensitive, detailed information provided to this office in order to maintain the integrity of the Litigation's Office. Duties include, but are not limited to the following:					
% 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%	Type and transcribe sensitive and confidential documents, policies and procedures and correspondence dealing with the incarcerated population, or staff to the Attorney General's Office, federal, state and local courts, Headquarters, Warden's Office and the Chief Deputy Warden. Typing interrogatories, admissions, and legal briefs.				
25%	Research and compile information for incarcerated people's litigation cases, including examining incarcerated people's C-Files and ordering C-Files from archives when necessary. Photocopying of documents and office file material, summons, complaints and other documents requested by the Attorney General's Office, plaintiff's attorneys, involved parties and the institution.				
25%	Assisting Attorney General's Office, Legal Analysts, private attorneys, law enforcement and court personnel in litigation matters dealing with San Quentin Rehabilitation Center. Answer staff inquiries and provide assistance and guidance regarding departmental policies and				

	procedures in legal affairs. Notify staff of upcoming litigation, summons and complaints, as well as progress of incarcerated people's lawsuits.
10%	Update statistical reports, coordinate attorney visits with staff for interviews and depositions and process Litigation Office mail.
5%	Maintain office equipment, litigation files, computer litigation log ordering of supplies and follow-up on all incoming service documents from staff and incarcerated people.
5%	Attend all meetings, training, and seminars as needed or required. Performs other related duties.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all incarcerated people, visitors, nonemployees and employees shall be made aware of this.

Knowledge and Abilities:

Knowledge of: Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

Ability to: Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

Special Personal Characteristic: Must demonstrate interest in assuming increasing responsibility.

Special Requirement: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Occasionally - to utilize a photocopier, to file, shred, or confer with other staff.

Walking: Occasionally - to access printouts from the printer, obtain files or supplies, pick up mail or distribute mail to the Administration building or other areas, or confer with other staff.

Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.

Carrying: Occasionally - to move the above noted items short distances within the office.

Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: To utilize stairs

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Occasionally - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The Office Technician works indoors in a thermostatically controlled environment, although occasionally the temperature fluctuates between very warm and cold. The floors for performance of all duties are linoleum.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The employee utilizes a telephone, personal computer, printer, copy machine, paper shredder, hole punch, paper cutter, fax machine and the usual office equipment.

Sexual Harassment Policy: Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.

Initial: _____

Code of Conduct: As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, incarcerated people and wards, families of incarcerated people and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities: Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

Nepotism/Fraternization Policy: Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial: _____

COMMENTS: Work hours are Monday – Friday, 7:00am – 3:00pm. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

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 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

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