

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

REV 4/2026

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Administrative Services	POSITION NUMBER (Agency-Unit-Class-Serial) 048-10X-1139-XXX	MCR / HCR 1/D	
DIVISION / UNIT Peace Officer Selection and Employee Development Office of Training and Professional Development Correctional Training Center - Various	CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)		
	WORKING TITLE CLERICAL SUPPORT		
	TIME BASE / TENURE FT/P	CBID R04	WWG 2
LOCATION Twin Cities Road, Galt 95632	INCUMBENT		EFFECTIVE DATE
CDCR'S MISSION and VISION			
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			
Office of Training and Professional Development – Correctional Training Center prepares cadets to become Correctional Officers by providing on-site institutional training. The Correctional Training Center also provides training for current CDCR staff with a variety of specialized custody trainings to assist in strengthening their skills physically and mentally.			

GENERAL STATEMENT

Under the direction of a Peace Officer Selection and Employee Development (POSED) Management or Supervisor, the Office Technician Typing (OT(T)) provides clerical support to POSED management, supervisors, staff, consistently exercising a high degree of initiative, independence and originality. The OT will operate congruently with organizational culture, values and vision. The OT will support and promote a positive work environment and productive relationships with all staff and stakeholders of CDCR in an ethical and professional manner. Duties include, but are not limited to:

% 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.
25%	Assists POSED staff, supervisors, managers and shareholders. Provide prompt, professional, courteous customer service. Receive and screen a variety of telephone calls, mail, files and visitors, and where appropriate, refer to other staff or personally provide information on established departmental programs and policies using considerable judgment in providing factual information in response to numerous inquiries.
25%	Utilize a computer and various software programs, including but not limited to, Word, Excel, Outlook, LMS, SAPGUI to maintain, review, draft, screen distribute correspondence, schedule and accept meetings, track, monitor, edit, and retrieve documents. Audits and reviews the documents for accuracy in grammar, punctuation, spelling, and format.
25%	Prepare, create, copy, process and appropriately route sensitive and confidential outgoing/incoming correspondences, requests, email and mail. Refer to the appropriate staff for reply, maintain a complex logging and tracking system for assignments, receipts and all incoming signature packages and provide follow-up to ensure deadlines are met; schedule meetings and maintain calendars as needed. Perform data entry tasks as needed.
20%	Provides general support and performs other clerical duties as required, such as scanning, emailing, faxing, copying and distributing documents. Attend meetings and take meeting minutes; prepare agendas for meetings; arrange meetings, including scheduling participants and meeting rooms; ensure appropriate administrative support. Attends training and assists with ordering and maintaining supplies.
5%	Perform administrative duties including, but not limited to adherence 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, nonemployees, 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 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