

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-110-1139-001				
UNIT NAME AND CITY LOCATED Fiscal Management Section Elk Grove, California		CLASSIFICATION TITLE Office Technician (Typing)				
		WORKING TITLE				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R04	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the general supervision of the Manager II, Fiscal Management Section (FMS), the Office Technician (Typing) provides general clerical support services for the Manager II, as well as other managers and analytical staff within FMS. This position requires proficiency in the use of computers and knowledge of departmental policies and procedures. This classification is at the entry level, and the incumbent should have the ability to format correspondence; spell correctly; proofread for proper use of grammar, punctuation, and vocabulary; and correct errors at a level required for successful job performance.						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						

35%	Independently or with little direction, log in, track, and log out documents processed by FMS analysts, including Form 607s, Interoffice Requisitions (IORS), Purchase Orders, Staffing Authorization Request forms, and Contracts. Maintain training records and certificates for FMS staff. Keep current FMS organization charts and phone lists. Send documents, including completed Form 607s, to the Human Resource Position Control. Assist in screening and maintaining a chronological file of all incoming and outgoing correspondence. Arrange correspondence in order of priority for the Manager II's review. Distribute outgoing correspondence. Keep track of the Request for Personnel Action (RPA) system.
20%	Perform general basic clerical duties for FMS staff, including making copies, sending and receiving electronic documents, performing general word processing, distributing mail, and other such duties. Assist with ordering and maintaining supplies and contacting service technicians as needed to maintain office equipment (e.g., copy machines). Collect timesheets and submits to human resources. Assist in assembling information packets and binders for use inside and outside FMS.
15%	Compose correspondence on a wide range of subjects requiring general knowledge of the procedures and policies within the unit. Review correspondence prepared by other staff members for the Manager IIs signature, checking for consistency with administrative policy as well as for format, grammatical accuracy, and adherence to departmental policies.
15%	Work with management and staff to maintain a well-organized filing system and index to ensure files are effectively maintained. Assist in maintaining files and assist FMS staff and divisional staff in locating material in files. File and maintain personnel and other confidential documents including probation reports, timesheets, and training records.
10%	Maintain and post the Manager IIs calendar and keep the office in/out board accurate. Arrange and schedule meetings. Gather and copy handouts for meetings. Take and maintain minutes for meetings.
5%	Perform other job-related duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Modern office methods, supplies and equipment; business English and correspondence; principles of effective training. <i>Ability to:</i> 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. DESIRABLE QUALIFICATIONS Education equivalent to completion of the twelfth grade.

<i>Interpersonal Skills:</i> Work independently in a team setting. OTHER DOMAINS SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT - CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. - Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time. 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. - 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. - A demonstrated interest in assuming increasing responsibility.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE
DATE		
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE
DATE		