

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 140-213-1139-XXX				
UNIT NAME AND CITY LOCATED Nursing - Clerical Support Stockton		CLASSIFICATION TITLE Office Technician (Typing)				
		WORKING TITLE				
		COI Yes ☐ No ☐	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.						
PRIMARY DOMAIN:						
Under the general direction of the Area Supervising Registered Nurse III (SRNIII) or SRNII and Indirect supervision of Chief Nurse Executive (CNE) the Office Technician (Typing) provides clerical support to Nursing Services. The duties performed and responsibilities associated with this position require a high level of clerical skills, initiative, independence of action and good judgment.						
% 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 minimal direction, compose correspondence regarding meeting notices, report submittals, and general requests for health care program information using Word software and/or other departmentally approved software programs. Collect data, type reports, letters, and memorandums, as assigned. Process documents for approval and signature by Nursing Services; track and follow-up on documents in the approval and signature process to ensure that established due dates are met. Reviews outgoing correspondence prepared by other Nursing members and checks for consistency with administrative policy, as well as format, grammatical construction, adherence to departmental policies and clerical error, returning for corrections as needed. Maintains a chronological file of all incoming and outgoing correspondence. Distributes outgoing correspondence.					
30%	Provides the most difficult duties for clerical support and performs other clerical duties as required, such as answering telephones, taking telephone messages, faxing, and scanning, photocopying, general word processing, processing mail, and acting as a messenger and/or courier. Prepare and track nursing staffing, schedules, contact contractors to fill vacancies; and update schedule to reflect accurate information. Develop, maintain, and perform periodic tracking of assignments using					

20% 15%	database files and a variety of hardcopy files. Ensure easy retrieval of all field data and documents Attend meetings and take meeting minutes; prepare agendas for meetings; arrange meetings, including scheduling participants and meeting rooms using departmentally approved software programs; ensure appropriate documents are available for meetings; and provide administrative support, including transportation, lodging, travel advances, and travel claims and ensure travel claims are processed according to timeframes established by the Accounting Office. Processes the timesheets for all staff supervised by the Nursing Services established timelines. Maintain and update Supervising Registered Nurses calendar. Track and collect attendance (998 forms). Provides back-up clerical support for clerical staff within nursing services as required. Assist with ordering and maintaining supplies. Collect, audit and maintain timesheets for staff supervised by the SRN II. Liaison with Time Keeper and H.Q Personnel regarding personnel and timekeeping issues. Maintain and update the daily calendar for the SRN II. Back-up other office support staff as needed. Order and maintain office supplies for assigned staff. Assist and train new support staff. Attend meetings and trainings required by the department. Other duties as required to fulfill the operational need of the Facility.
	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 SPECIAL REQUIREMENTS Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. 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. SPECIAL PHYSICAL CHARACTERISTICS Persons appointed to this position must be reasonably expected to exert up to 20 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.	
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