

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Folsom State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 071-218-1441-XXX		MCR / HCR 1
DIVISION / UNIT OPERATIONS MAILROOM		CLASSIFICATION TITLE Office Assistant (General)		
		WORKING TITLE OA (GENERAL)		
		TIME BASE / TENURE PERM/FT	CBID R04	WWG 2
LOCATION 300 Prison Rd. Represa, CA 95671		INCUMBENT		EFFECTIVE DATE

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 close supervision of the Office Services Supervisor I (OSS I) Mailroom Operations, the Office Assistant (General) performs general clerical work within the mailroom setting.

% 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.
35%	Automated Mail Processing and Handling Tasks: Receives, opens, and searches incarcerated people's mail and packages. Processes mail pieces and packages according to specific guidelines governing non-confidential and legal correspondence. Identifies items placed in mail pieces and packages which are in violation of California Code of Regulations (Title 15), and other institution mail handling and processing procedures. Separates unauthorized items, correspondence from incarcerated people at other institutions, and suspicious material for special handling. Separates and distributes mail pieces and packages by incarcerated people's housing unit, sections, and tier. Bundles mail pieces and packages for distribution and delivery to appropriate location. Processes incoming incarcerated people mail flats. Uses automated databases (SOMS, OBIS, CMIS, DDPS, Incarcerated People Locator) for identifying the location of each incarcerated person. Prepares unauthorized mail pieces and packages to be returned to the sender. Forwards mail pieces and packages of incarcerated

25%	people that have transferred or are out-to-court, mail pieces and packages that are incorrectly addressed, and for incarcerated people that have been paroled. Redirects incarcerated people's mail when the incarcerated person has been moved within the Folsom State Prison. Assist in the processing of contraband items according to established evidence procedures.
25%	Records Management and Document Preparation: Maintain and update typewritten incarcerated people correspondence approval records.
10%	Mail Handling and Processing Standards: Interprets and administers applicable sections of the United States Postal Service Domestic Mail Manual, Director's Rules, Departmental Operation Manual Guidelines, and other guides which govern the preparation of mail pieces (including postage rates, classes, and other technical specification requirements).
5%	General Mailroom Activities: Provides coverage for other Mailroom Office Assistant positions. Participates in in-service and out-service training opportunities. Attends meetings on mailroom activity, when directed by OSS I. Ensures mailroom materials and equipment are secured and placed in designated location upon completion of mail handling and processing activities. Answers general mailroom inquiries from other correctional staff and incoming public inquiries. Takes messages, and routes inquiry to designated individual.
	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

- 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
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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
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