

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA CORRECTIONAL INSTITUTION		POSITION NUMBER (Agency-Unit-Class-Serial) 054-210-1139-807		MCR / HCR 1/D	
DIVISION / UNIT ADULT INSTITUTIONS/REGION IV		CLASSIFICATION TITLE OFFICE TECHNICIAN (T)			
		WORKING TITLE Clerical Support – Operations			
		TIME BASE / TENURE Full Time/ Permanent	CBID R04	WWG 2	COI Yes ☐ No ☒
LOCATION TEHACHAPI		INCUMBENT		EFFECTIVE DATE 7/1/2026	
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					
The Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while: 1. Providing opportunities for these incarcerated persons to successfully transition to lower levels of custody, by accepting personal responsibility for their actions through behavior-based multi-level programming; and 2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.					
GENERAL STATEMENT					
Under the general direction of the Associate Warden (AW) and Captain of Operations, the Office Technician (T) (OT) performs a variety of detailed assignments and exercises a high degree of initiative, independence, good judgment, effective communication					

Revised: 07/26

skills, and originality in performing assigned tasks for the following staff: Captain, Operations Correctional Lieutenants, Watch Sergeants, Outside Sergeants, California Law Enforcement Telecommunication System (CLETS) Operator, Incarcerated Assignment Lieutenant, Personnel Assignment Lieutenant and Sergeants, Locksmith and for staff designated by the Captain or Lieutenant. This position functions as a secretary and performs the more difficult assignments and develops and implements extensive tracking systems for various administrative processes in the Unit. This position requires detailed and sensitive public interface, as well as interaction with numerous members of the staff within the institution. There is extensive technical typing and related coordination of paperwork flow pertaining to the operation of Central Service/Operations. Responsible for typing confidential material regarding incarcerated persons, custody staff, and non-custody staff. Review and scrutinize completed staff work to ensure all documents are accurate and complete. The OT is responsible for managing paper/document flow for Facility C and Operations. The OT will monitor, track and log all correspondence, Second Level Appeals, Modification Orders, Disciplinary CDCR 115 Logs, 998-A Attendance Records and assignments from the Chief Deputy Warden and Warden's office. The OT ensures assignments are reviewed and prepared in a professional, timely manner maintaining a tracking system to meet due dates and deadlines.

% 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%	Maintain the following logs: Incident Report, Inmate Appeal, Correspondence, Apprenticeship and Annual Performance Report and Lateral Transfer Request. Track assignments and communicate due dates with staff. Assign, log and track status of training assignments. Input weekly visiting stats into spreadsheet and send to Headquarters. Maintain vehicle spreadsheet for location of assignment of state vehicles. Collect monthly vehicle mileage logs, update spreadsheet, copy and forward original to Motor Pool. Print and deliver Weekly Lock and Security Inspection reports for all areas (approximately 310) and track for completion. Send, receive, check for accuracy and file monthly request for Electric Fence Logs and Glove Test sheets. Request monthly Administrative Segregation Unit (ASU) drills and Table Top drills, copy, file and send original to In-Service Training (IST).
25 %	Maintain CDCR 22 Logbook. Monthly log and compile information for Central Services COMPSTAT Report (i.e. incident packages, appeals, Overtime/Sick Leave Management Review (OSLMR)). Work with Personnel Assignment Lieutenant compiling, updating and logging OSLMR information into report. Maintain weekly/monthly Hazardous Inspection reports, (copy, save copy to folder on server, send out completion memo). Receive gate passes from Incarcerated Assignment Lieutenant, obtain signature, emboss, and laminate, then make copies with proof a delivery and receipt signature then send out to appropriate location. Receive cancelled/expired gate passes back, make copy for record and hand deliver original back to Incarcerated Assignment Office. Maintain Temporary Gate Passes for all yards, (logging and tracking when assigned out). Maintain Vehicle Accident Reports, making copies for files sending original to Motor Pool. Receive Lost ID/Badge forms log, send to CLETS, forward to Managers and Administrators for signatures. Distribute Notice of Change to Regulations (NCR's) that are received by Headquarters by hand delivering to areas for signature of proof of delivery. Responsible daily for; (FLSA reports for Operations area to obtain Captain's signature, Disability Placement Plan (DPP) and Lethal Electrified Fence (LEF) Check list, Vehicle/Pedestrian Sally Port logs). Work on Operational Procedures (OP)/Department Operations Manual (DOM) revision. Review and edit responses to correspondence. Type confidential and non-confidential material for the Captain and AW, Operations; to include, but not limited to: incident reports, letters, memorandums, performance reports, Managerial Performance Appraisals, Letters of Instruction, Letter of Contact, Letters of Appreciation, Inmate Appeal responses, directives, correspondence to incarcerated persons, incarcerated persons families, public, Attorneys and other State agencies. Type Corrective Action Plans.
10%	Answer and screen telephone calls, take messages, greet visitors and maintain calendar of the Associate Warden and Captain. Access e-mails and print for review. Copy, distribute, log and track assignments to ensure due dates are met. Contact assigned units for follow-up on overdue assignments. Utilize computer programs such as Microsoft Outlook, Word, and Excel to maintain logs to track CDCR 602 Inmate/Parolee Appeals, correspondence, CDCR 115 Rules Violation Reports, CDCR 837 Incident Reports, performance evaluations and other documents as required.
10%	Maintain filing system and proper storage for all long-term documentation. Maintain attendance records for specific staff. Maintain a library of departmental policy and procedures for: Operational Procedures, DOM Supplements, changes to Director's Rules, bulletins and other documents as required. Maintain Confidential DOM binders, maintain Supervisor Files.

10%	Collection and delivery of CDCR 602 Inmate/Parolee Appeals, Correspondence, CDCR 115 Rules violations Reports and CDCR 837 Incident reports requires driving and walking to various locations. Pick up and deliver forms and correspondence from other facilities as needed. Coverage as needed on other facilities behind sick and vacation leave.
5%	Maintain log of post orders and their schedule for revisions. Send out rough drafts out to supervisors for revision according to their schedule, tracks progress with due dates. Utilize e-mail and scanner to electronically disseminate information. Type Post Orders, returns them for signatures, make copy send original out to be put on post. File and maintain all institution copy of Post Orders to be put in binder in Captain, Operations office. Update retention schedule for Central Services, maintain Conex where files are stored for yearly destruction of documents and collect year end documentation to be stored in Conex. Work Order Coordinator for Operations.
5%	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. Attend Monthly OSLM meeting taking notes then updating system with notes and action items. Maintain Office Tool Inventory log monthly for Security Administration Building (SAB), Operations Captain, Associate Warden, Secretaries and Personnel Assignment Office. Request Quarterly Fire Drills, update log, copy, file, and send original to Fire Chief. Order and maintain office supplies and equipment. Maintain calendar/schedule meetings for Captain, Operations. Attend staff meetings and In-Services Training. Other duties deemed appropriate for the Office Technician classification

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.

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.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Either I

One year experience in California State service performing duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

Or II

Experience: Two years of experience in typing and clerical work. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

LANGUAGE SKILLS: Ability to spell correctly, use good English, follow oral and written directions, read and write English at a level required for successful job performance, meet and deal tactfully with the public, prepare correspondence using a wide knowledge of vocabulary, grammar and spelling, and communicate effectively.

MATHEMATICAL SKILLS: Make arithmetical computations of medium level of difficulty; ability to add, subtract, multiply, and divide all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in oral or written form. Ability to evaluate situations and take effective action.

CERTIFICATES, LICENSES, REGISTRATIONS: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

SPECIAL PERSONAL CHARACTERISTICS: A demonstrated interest in assuming increasing responsibility.

ADDITIONAL DESIRABLE QUALIFICATIONS: Education equivalent to completion of the twelfth grade.

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 1/2 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Occasionally - for periods of time to file or retrieve documents and to operate the copy machine and other office machines.

Walking: Frequently - to file, operate copier, disperse mail and converse with staff, pick up and deliver required documents throughout the institution.

Sitting: Constantly - when keyboarding, using the telephone, keeping logs and records, copying tapes, preparing mail and associated tasks at a desk. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently - items weighing a few ounces such as paper, pens staplers, and telephone receiver. Occasional lifting of 7-10 pounds when packages arrive in the mail or a couple of reams of paper or group of files are lifted.

Carrying: items listed above may be carried about 15 feet within the office area.

Bending/Stooping: Occasionally - may choose this position to reach the lower file drawers, paper stored in a box on the floor, or similar items. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to perform paperwork duties.

Reaching in Front of Body: Frequently to constantly - when keyboarding, answering telephone, handing papers to staff, filling, copying loading paper in printer or copier, opening drawers and reaching about the top of a desk.

Reaching Overhead: Occasionally - to reach files stored on an upper shelf.

Climbing: Occasionally - takes flights of stairs into and out to the office each day.

Balancing: N/A

Push/Pulling: Occasionally - to open file and desk drawers and to position the computer keyboard.

Kneeling/Crouching: Occasionally - may choose this position to reach the lower file drawers.

Crawling: N/A

Fine Finger Dexterity: Constantly - when keyboarding, writing notes by hand, taking phone messages and flipping through paperwork.

Hand/Wrist Movement: Constantly - Keyboarding about 4-5 hours a day and up to 8 hours per day when necessary to complete reports; operating office machines, answering phones, filing, dispensing mail and working with papers an files.

Hearing/Speech: Clear speaking and hearing required to answer telephone calls and in performing duties.

Sight: Adequate vision is required to review correspondence and files, as well as transcribe reports.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations 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: Telephone, an electric typewriter, a personal computer, a calculator, a copy machine, paper shredder, hole-punch, paper cutter, fax machine and the usual office supplies.

COMMENTS: The OT works from 0800-1600, Monday through Friday.

Information for this job description was obtained by reviewing the California State Personnel Board specification for the position and by observation of the duties as they are currently performed.

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

- 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 timeline 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