

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Kern Valley State Prison	POSITION NUMBER (Agency-Unit-Class-Serial) 915-XXX-1139-XXX	MCR / HCR 1	
DIVISION / UNIT Division of Adult Institutions California Department of Corrections & Rehabilitation Kern Valley State Prison	CLASSIFICATION TITLE Office Technician, Typing		
	WORKING TITLE Office Technician (T)		
	TIME BASE / TENURE LT/FT	CBID R04	WWG 2
LOCATION Kern Valley State Prison, Delano, CA	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			
The High Security Institutions mission is to provide safe and secure housing for the most violent and dangerous male offenders, while providing opportunities for these incarcerated individuals to successfully transition to lower levels of custody by accepting personal responsibility for their actions through behavior-based multi-level programming, and providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment and self-help programs.			
GENERAL STATEMENT			
The Office Technician – Typing (OT-T) is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Under general supervision of the designated, the OT-T provides independent secretarial services in the unit. Follow oral and written			

directions, evaluate situations accurately and take effective action; make clear and comprehensive reports and maintain records; apply specific rules and office policies and procedures as they pertain to the area. Communicate effectively, and exercise a high degree of initiative, independence and originality in performing the assigned tasks.

% 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.
30%	Responsible for typing a wide variety of highly sensitive documents, this includes confidential correspondence, intra-office memos, performance and probationary reports for supervisor's signature. Answering and transferring of incoming telephone calls; greeting, directing and assisting employees as needed. Filing, photocopying and assisting with special projects as assigned and will maintain an accurate filing system of documents established for the supervisor. Updates the various logs and manuals as revisions occur. Prepares and processes incoming and outgoing mail from supervisor.
20 %	As store room officer, responsible for organization and completeness of the office supply and archive storage rooms including maintaining and logging all archive boxes. Utilizes BIS for the ordering all supplies for the office, ensuring sufficient supplies are on hand at all times. Ordering supplies for the unit. This will include independently ordering routine supplies and communicating with staff and keep an updated listing of needed supplies, maintaining and distributing supplies as received by the office. Ensures sufficient supplies (i.e. forms and copying) are kept in office. Takes staff meeting notes; distributes and maintains memorandums; assist with Special Projects as assigned.
15%	Prepare, process, and maintain supply orders, pick-up, review and distribute mail to proper departments, act as the time-keeper for assigned office staff, collect CDC 998's from staff, and collate information with daily sign-in sheets, submitting documents to Personnel, retaining a copy of all documents. Assembles all folders / files as needed. This will include ensuring that sufficient supplies are available for this duty; file documents in established files as needed. Picks-up and distributes Post Office mail as well as assigned institutional mail and distributes to appropriate staff.
10%	Gathers pertinent information upon request from various units and agencies as required, i.e. Investigative Services Unit, Office of Internal Affairs, etc. Provides assistance to front counter in answering incoming calls and assisting at the counter. Takes monthly meeting minutes and types and routes them to appropriate staff. Performs other duties as required.
5%	This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner. 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 annual In-Service-Training (IST) at least one month before your birth month and complete mandated on-the-job (OJT) provided in the monthly IST Bulletin.

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

- 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
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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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