

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

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| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br>CALIFORNIA CORRECTIONAL INSTITUTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | POSITION NUMBER (Agency-Unit-Class-Serial)<br>054-210-1139-801       |      | MCR / HCR<br>1             |                                                                     |
| DIVISION / UNIT<br><br>ADULT INSTITUTIONS/REGION IV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | CLASSIFICATION TITLE<br>OFFICE TECHNICIAN (T)                        |      |                            |                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | WORKING TITLE<br>Associate Warden Business Services Secretary (IWSP) |      |                            |                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | TIME BASE / TENURE                                                   | CBID | WWG                        | COI                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                      | R04  | 2                          | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br>TEHACHAPI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | INCUMBENT                                                            |      | EFFECTIVE DATE<br>5/1/2026 |                                                                     |
| <b>CDCR'S MISSION, VISION and COMMITMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                      |      |                            |                                                                     |
| <p><b>Mission</b><br/>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.</p> <p><b>Vision</b><br/>We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p> <p><b>Commitment</b><br/>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.</p> <p>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.</p> |  |                                                                      |      |                            |                                                                     |
| <b>DIVISION OVERVIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                      |      |                            |                                                                     |
| <p>The Region IV mission provides safe and secure housing for maximum to minimum custody incarcerated persons, while:</p> <ol style="list-style-type: none"><li>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</li><li>2. Providing opportunities for rehabilitation through participation in work, vocational and academic programs, substance abuse treatment, and self-help programs.</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                      |      |                            |                                                                     |
| <b>GENERAL STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                      |      |                            |                                                                     |
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Under the general direction of the Associate Warden, Business Services (AWBS), and Chief Deputy Warden (CDW) the Office Technician (OT) performs the general and clerical duties throughout Business Services and the Chief's Office. The OT is responsible for the tracking of assignments to other areas of Business Services, (i.e. Education, Food Services, Personnel, Plant Ops, AISA, Fire Dept., Accounting, Procurement, Budget Analyst and Correctional Business Manager I). This position will provide assistance and clerical support to the AWBS, CDW and Correctional Business Manager I (CBM-I), as well as provide phone back-up in other areas of Business Services and the Warden's Office when needed. Have a good understanding and knowledge of business English relative to correspondence and written communication. Possess good judgment and strong communication skills. Supervise incarcerated clerks, in accordance with departmental guidelines, policies and procedures. Additionally, this position opens up the Warden's office and provides back up coverage to the Warden's office for the Executive Assistant position. *The OT is Responsible for the Supervision of two (2) incarcerated workers, provide training, complete performance reviews and process their payroll*

| % 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25%                         | Type confidential and non-confidential material provided by the AWBS and the CBM-I; to include, but not limited to: letters, memorandums, special reports, Inmate Grievance responses, directives and staff meeting minutes. Review correspondence responses and edit for content, grammar, spelling, typographical errors, and formatting. Ensure assignments are reviewed and prepared in a professional and timely manner. Tracks the Allegation Inquiry Unit (AIU) Local Designated Investigator (LDI) and submits to the AIU Captain for review. Monitors and tracks submitted LDI's for CDW review and return to the OOG Office. Log and send grievance reminder updates to ensure completion in a timely manner. Monitors of AIU shared folder for summation of LDI, and LDI's returned for HA/CDW approval daily. Ensure assignments are review and prepared in a professional and timely manner. Provides training and support to clerical staff. Assists the Executive Assistant in planning and facilitating secretarial training sessions. The OT is Responsible for the Supervision of two (2) incarcerated workers, provide training, complete performance reviews and process their payroll |
| 20%                         | Receive, log, and track incoming mail, correspondence, and departmental memoranda, Maintain tracking log for Operating Procedures (OP) and department Operations Manual (DOM) updates revisions to ensure time constraints are achieved. Screen mail for the AWBS/CDW; after review, file or route to appropriate staff member for action/reply and maintain a follow-up system to ensure that deadlines are met. Arrange correspondence for reply, attaching significant background data for the AWBS/CDW reference. Access the intranet for emails and utilize Outlook to log and track documents/tasks assigned to Business Services staff by the AWBS and CBM-I. Access the AW's calendar to schedule appointments and make any changes. California Correctional Institution is a large facility, collection and delivery of above listed documents 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.                                                                                                                                            |
| 15%                         | Maintain the calendar for the BS and Admin Conference Rooms. Send out meeting invites for Business Services scheduled meetings and prepare copies of documents for distribution during said meetings. Take minutes for Business Services meetings and send copies of completed minutes to the meeting chairperson and/or meeting attendees for review in a timely manner. Take minutes for the Threat Assessment Review Team (TART) and send copies of completed minutes to the meeting chairperson and/or meeting attendees for review in a timely manner. Responsible for the Supervision of two (2) incarcerated workers and their payroll. Keep record of Housekeeping Supplies, Housekeeping Tool Inventory, Perpetual Inventory, Monthly Safety Meeting, and Quarterly Evaluations.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 15%                         | Answer telephone calls, take messages, receive and greet visitors and guests. Screen telephone calls, referring calls and individuals, to appropriate staff when necessary. Order and maintain office supplies and equipment. Maintain filing system and proper storage for all long-term documentation. Utilizes email and scanner to electronically disseminate information. Make travel arrangements and processes travel claims. Develop and maintain on boarding items for BS staff including an employee directory and share point access. Responsible for Corrective Action Plan (CAP) tracking and data gathering.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10%                         | Work with other areas of Business Services in assisting in clerical support. Maintain log of copier maintenance and cartridge usage. Order supplies as needed. Maintain the supply closet for admin and order supplies as needed. Act as back-up to the Appeals OT in their absence. Maintain employee log for the gym, ensure the gym is being cleaned, and maintain the gym supply closet.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10% | Copy and distribute information and assignments from the AW and to other areas of Business Services: Education, Food Services, Personnel, Plant Ops, AISA, Fire Department, Accounting, Procurement, Budget Analyst and Compliance Analyst.                                                                                                                                                                                                                          |
| 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 staff meetings and In-Service Training. Provides backup coverage for the Warden's Office. 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 accommodation 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 and 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 accommodation 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

- 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

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

|                                                                                        |                                                                       |                                                                     |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------|
| CDCR INSTITUTION OR HEADQUARTERS PROGRAM<br><b>CALIFORNIA CORRECTIONAL INSTITUTION</b> | POSITION NUMBER (Agency-Unit-Class-Serial)<br><b>054-261-1139-825</b> | MCR / HCR<br><b>1/D</b>                                             |
| DIVISION / UNIT<br><br><b>ADULT INSTITUTIONS/REGION IV</b>                             | CLASSIFICATION TITLE<br><b>OFFICE TECHNICIAN (T)</b>                  |                                                                     |
|                                                                                        | WORKING TITLE<br><b>Office Technician – Hiring and Recruitment</b>    |                                                                     |
|                                                                                        | TIME BASE / TENURE                                                    | COI                                                                 |
|                                                                                        | <b>R04</b>                                                            | <b>2</b>                                                            |
|                                                                                        |                                                                       | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| LOCATION<br><b>TEHACHAPI</b>                                                           | INCUMBENT                                                             | EFFECTIVE DATE<br><b>7/1/2026</b>                                   |

**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 direct supervision of the Supervisor I/Institutional Personnel Officer (IPO) and general guidance from the Hiring and Recruitment Analyst (HRA), the Office Technician (Typing) (OT) will provide clerical support for the hiring and recruiting office and

Revised: 07/26

for the IPO. The OT is expected to consistently exercise a high degree of initiative, independence, and confidentiality in performing assigned tasks. Good judgment and the ability to communicate effectively are of primary importance in this position.

| % 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%                         | Scans and files documents; redacts confidential information from paperwork as required; uploads and maintains documents into Examination and Certification Online System (ECOS). Prepare interview packets, to include candidate applications, questions and scoring sheets. Initiate and update Eligibility Determination forms. Works with the Hiring and Recruitment Analyst to schedule employment interviews. Processes State Restriction of Appointments (SROA) clearance requests. Schedules, processes, and tracks livescan submissions. Verify candidate identification and documentation at interview check-in. Types, proofs and routes memos, forms and interview letter correspondence. |
| 30 %                        | Responds to inquiries from staff and the public regarding hiring and examination process and procedures. Assists the Hiring and Recruitment Analyst in reviewing applications. Assist and respond to questions or issues from employees regarding general personnel questions. Maintain recruitment files and make copies as needed. Provides administrative support to the IPO with memos, livescan processing, and other tasks as needed.                                                                                                                                                                                                                                                          |
| 25%                         | Orders and clears certification lists based on established criteria; sends out inquiry letters; maintains tracking system to prevent expiration of active certifications during ongoing recruitment efforts and ensures timely clearance. Logs and tracks Request for Personnel Action (CDC 647-A) documents, maintains CDC 647 Tracking Log, and Recruitment Log. Attends weekly/monthly vacancy meetings to take minutes. Scans and attach documents in Business Integrity Screening (BIS) and forward to HRA.                                                                                                                                                                                     |
| 10%                         | Maintain lateral transfer, certification, and job control files for each advertised position, ensuring accuracy, completeness and proper filing. Annually Purge all Fiscal Year files and store them in Hiring/Personnel Connex. Prepare and attend local job fairs or hiring events                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5%                          | Perform administrative duties including, but not limited to: adhering 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. Maintain examination bulletin boards assuring the examination and job opportunity bulletins are current and up to date. Attend annual training and Personnel staff meetings to keep informed of institutional and departmental policy changes. Other duties as appropriate.                                                                                                                               |

#### 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Either I

One year of experience in California state service performing clerical 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 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:** Occasionally - within 15 feet to file, operate copier, disperse mail and converse with staff.

**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 and 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.

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|
| <b>SPECIAL REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                         |                        |      |
| <ul style="list-style-type: none"><li>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.</li></ul>                                                                                                                                          |                        |      |
| <b>CONSEQUENCE OF ERROR</b>                                                                                                                                                                                                                                                                                                                                                         |                        |      |
| <ul style="list-style-type: none"><li>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.</li></ul> |                        |      |
| <b>To be reviewed and signed by the supervisor and employee:</b>                                                                                                                                                                                                                                                                                                                    |                        |      |
| <b>EMPLOYEE'S STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                        |                        |      |
| <ul style="list-style-type: none"><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i></li></ul>                                                                                                                                                                                              |                        |      |
| EMPLOYEE'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                             | EMPLOYEE'S SIGNATURE   | DATE |
|                                                                                                                                                                                                                                                                                                                                                                                     |                        |      |
| <b>SUPERVISOR'S STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                      |                        |      |
| <ul style="list-style-type: none"><li><i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION</i></li><li><i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i></li></ul>                                            |                        |      |
| SUPERVISOR'S NAME (Print)                                                                                                                                                                                                                                                                                                                                                           | SUPERVISOR'S SIGNATURE | DATE |
|                                                                                                                                                                                                                                                                                                                                                                                     |                        |      |