

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-060-1139-001				
UNIT NAME AND CITY LOCATED CCHCS Office of Legal Affairs, Elk Grove		CLASSIFICATION TITLE Office Technician (Typing)				
		WORKING TITLE				
		COI Yes ☐ No ☒	WORK WEEK GROUP 2	CBID R04	TENURE P	TIME BASE FT
SCHEDULE (Telework may be available): ____ AM to ____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Dr. Elk Grove, CA 95758				
INCUMBENT (If known)		EFFECTIVE DATE				
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (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. Across our organization, our programs work cooperatively to provide the highest level of health care possible to a diverse correctional population. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR and CCHCS mission.						
PRIMARY DOMAIN:						
Under the general supervision of the Assistant Chief Counsel, the Office Technician (Typing) (OT) performs a broad range of the more complex clerical duties in the CCHCS Office of Legal Affairs (COLA). The incumbent may also perform clerical work for COLA attorneys, as needed, to meet workload demands. The OT is expected to be proficient with computer software and programs. The incumbent is also expected to become familiar with and follow all COLA policies and procedures.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>					
	ESSENTIAL FUNCTIONS					
50%	Responsible for general reception and clerical office duties such as answering calls, monitoring the general COLA email inbox and responding to inquiries; scheduling in-person and virtual events and meetings; ensuring video/teleconference equipment is set-up and working properly in advance of in-person meetings; maintaining the COLA office calendar; processing and tracking COLA staff service requests for office equipment, information technology equipment, human resources, training, and travel needs; tracking fiscal purchases/expenditures; processing invoices for external vendors; serving as travel coordinator for COLA which includes making travel arrangements and processing travel expense claims; serving as the COLA training coordinator which includes processing and					

30% 15% 5%	tracking staff training requests; serving as COLA personnel liaison and timekeeper which includes processing monthly timesheets. Responsible for typing confidential correspondence and documents. Independently type, edit, format, and finalize correspondence, reports and documents using software programs and applications such as Microsoft Word, Excel, Adobe or other PDF processing software, and other applications within the Microsoft Office suite. Proofreads documents for accuracy. Prepares and routes document packages for review and signature. Copy information/documents to different media. Gathers and copies handouts and other materials for in-person meetings. Serves as note-taker for meetings. Processes confidential incoming and outgoing mail and distributes mail to appropriate staff; orders supplies and maintains a consistent stock of supplies in the COLA storage room; assists as needed with opening and maintaining case files and the case file management system in accordance with established COLA guidelines and procedures. Process outgoing documents that are sent to inmates, departmental entities, and external entities via the U.S. Postal Service, various overnight delivery services, facsimile, or email; purchasing law library materials and maintaining the law library. Performs other duties as required.
	KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Modern office methods, supplies and equipment; business English and correspondence; principles of effective training. <i>Ability to:</i> Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance. DESIRABLE QUALIFICATIONS - The incumbent must possess the ability to communicate effectively and tactfully with top-level executive staff. - The incumbent must work effectively and agreeably under pressure and rapidly changing priorities, and be available to work overtime on short notice. OTHER DOMAINS SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT - CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this. SPECIAL PHYSICAL CHARACTERISTICS - Persons appointed to this position must be reasonably expected to exert up to 40 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. - Involves sitting most of the time but may involve walking or standing for brief periods of time.

	• Must be able to lift heavy boxes. SPECIAL PERSONAL CHARACTERISTICS • Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner. • Ability to build trust, improve communication, and assist with the transformation of correctional culture.	
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE