

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-218-1139-801		MCR / HCR 1	
DIVISION / UNIT CENTRAL OPERATIONS/MAILROOM		CLASSIFICATION TITLE OFFICE TECHNICIAN (TYPING)			
		WORKING DAYS/HOURS: Monday – Friday 0730-1530 or 0800-1600 (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE	CBID	WWG	COI
			R04	2	Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 01/26/2026	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
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.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS This position demands a high degree of judgment, initiative, and ability to follow through on assigned tasks. Communicates with outside agencies, incarcerated person families and personnel, which involve sensitive issues requiring knowledge of CDCR policies and procedures, California Code of Regulations (CCR), Title 15, and Operational Procedures in regard to incarcerated person correspondences.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Office Services Supervisor I, the Office Technician (Typing) provides clerical and processing support to the Mailroom for incoming and outgoing correspondences.					
% 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%	Process incarcerated person and staff incoming and outgoing correspondences, and incarcerated person and staff bulk mail.				
30%	Review correspondences, publications, and periodicals for contraband; prepare paperwork (1819) for contraband material. Process incarcerated person to incarcerated person correspondences verifying prior approval. Maintain lists of incarcerated persons being monitored by the Investigative Services Unit.				
20%	Process incoming and outgoing certified mail, and maintain logs for certified mail. Process incarcerated person confidential (attorney, court, clerk, judges, and government claims) correspondences, and maintain logs of				

	incoming and outgoing confidential correspondences. Process money orders and checks and maintain logs for the Accounting Office. Cross trains with Central Operations Office Technician and Associate Warden Level III Office Technician.
10%	Re-route correspondences that have been sent to wrong housing unit. Re-route all correspondences directed to paroled incarcerated persons or to incarcerated persons that have been transferred to and other CDCR institution. Respond to Incarcerated person Requests for Interview (GA-0022).
5%	Process telephone messages from staff and outside calls.
5%	Act in the capacity of the Office Services Supervisor I in his/her absence. Perform all other duties as required. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, visitors, nonemployees, 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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