CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

[X] PROPOSED

[ ] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Sierra Conservation Center	099-218-1441-003			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Assistant (General)			
	WORKING TITLE			
Business Services/Mailroom	Office Assistant (General)			
	TIME BASE / TENURE	CBID	WWG	COI
	LT/FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Jamestown, California			9/18/2026	

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 primary mission of the Sierra Conservation Center (SCC) is to provide housing, programs and services for minimum and medium custody incarcerated people, to aid in their rehabilitation. SCC is responsible for the training and placement of male incarcerated people in the Conservation Camp Program. SCC administers 27 male camps located throughout the State of California.

GENERAL STATEMENT

Under close supervision of the Mailroom Office Services Supervisor I, General, and under the indirect supervision of the Correctional Business Manager II, DOC, the Office Assistant, General (OA) will process all incoming and outgoing staff and incarcerated people

mail in an expeditious and efficient manner. The OA will respond to questions relating to mail and must be aware of Postal regulations, State Rules, Institutional Policies and the need for confidentiality in all matters concerning mail.

% 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.
40%	Search, process and distribute incoming and outgoing incarcerated people mail, newspapers, periodicals and packages according to procedures (all of which may contain profanity, nudity, pornography, illegal drugs, and other contraband) in accordance to Title 15 and Departmental Operations Manual.
20%	Process indigent incarcerated people postage fund request forms from the Accounting/Trust office and disperse indigent supplies (i.e. pencil, dental floss, paper and envelopes) to incarcerated people. Verify, log and calculate incarcerated people monies received and prepare an accurate list for the Trust Department to process.
20%	Log all outgoing certified and express mail in accordance with policy and procedure. Sort mail for incarcerated people who have changed locations and forward to the proper agency, institution or fire camp. Respond to staff inquiries, incarcerated people request for interview, and informal incarcerated people appeals within require timelines in a professional manner.
15%	Maintain office files, prepare paperwork, an adequate stock of supplies and stock shelves for the mailroom. Pickup and deliver mail to designated areas within the institution on a daily basis. Perform other job related duties as required.
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.

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

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**