CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
AVENAL STATE PRISON	026-210-1139-805			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	OFFICE TECHNICIAN (TYPING)			
	WORKING TITLE			
ADULT DIVISIONS/CORRECTIONAL FACILITY	OFFICE TECHNICIAN (TYPING)			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/P	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
FACILITY E & F				

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

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Office Technician (T) is under the direct supervision of the Facility Captain and performs various clerical duties as well as potentially directly supervising incarcerated individuals clerical and janitorial workers.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

This position will provide clerical support for the Facility Captain and directly supervising incarcerated individuals clerical and janitorial workers.

% 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.
35%	Types highly sensitive, complex, and confidential memos, chronos, reports/letters for the Facility Captain, Correctional Counselor II, Correctional Counselor I's, Lieutenant's, Sergeant's and Correctional Officers. Provides coverage for the Associate Warden's Secretary and other Facility Captain's secretaries. While working independently, performs complex clerical duties for the Facility Captain, type legal and non-legal

	documents. Type correspondence letters for the Warden/Chief Deputy Warden's signature, felony referral letters, staff performance reports, post orders for the Facility and other reports as directed.
20%	May directly supervise two incarcerated individual clerks in the program office. Complete daily time sheets, payroll, time cards, and performance reports. Disseminate assignments, proof read typed reports for accuracy and completeness.
20%	Receptionist for the program office which includes screening and handling telephone calls, taking messages for staff. Disseminate assignments as required. Maintain tickler file, appeals log, incident report log and closure report log. Orders office supplies on a monthly basis for the Program Office and Buildings.
20%	Responsible for dealing with sensitive issues, scheduling appointments, and meetings. Perform other 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.

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SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, 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 time line 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