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	026-261-1139-803			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	
PERSONNEL				

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

Under the direction of the Personnel Services Supervisor II, the Office Technician (T) acts as the receptionist for the Personnel Office and shall be required to type memorandums, letters and assist in the maintenance of files and records. This position will also answer telephones, distribute mail and confer with members of the public and other agencies.

GENERAL STATEMENT

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

The Office Technician (T) acts as the receptionist for the Personnel Office and shall be required to type memorandums, letters and assist in the maintenance of files and records. This position will also answer telephones, distribute mail and confer with members of the public and other agencies.

% 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%	Acts as receptionist for the Personnel Office answering all incoming telephone calls; directing and assisting walk-in traffic in the office; responding to routine non-technical inquiries from employees or the public and handing out and assisting employees in completing the initial institution benefit enrollment forms; Special Projects and research as required by the Personnel Supervisor II. Create forms and labels on computer using Excel and Word for in-office use.

	Maintaining (printing and updating) of monthly sign-in sheets. Responsible for ensuring that the outgoing mail envelope to the State Controller's Office is sealed and mailed each day and another envelope is available.
20%	Handle all incoming and outgoing mail opening and date stamping all incoming mail; routing the mail to the appropriate staff person; and filing specified incoming material in the appropriate location.
20%	Responsible for all permanent and temporary ID cards and maintaining a log for same. Logging of various Personnel Documents.
10%	Provide clerical support to the Personnel Services Supervisors. This may include word processing, filing and photocopying.
10%	Ordering supplies for the unit. This will include independently ordering routine supplies; maintaining and distributing supplies as received; and ensure sufficient supplies are available for the efficient operation of the unit.
5%	Assemble new employee orientation folders. This will include ensuring that sufficient supplies are available for this duty. Maintain Scissor Log and does daily scissor check. 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 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