CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

☐ PROPOSED

POSITION DUTY STATEMENT - General

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Salinas Valley State Prison	936-224-1139-802			
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (T)			
	WORKING TITLE			
Litigations	Office Technician (T)			
	TIME BASE / TENURE	CBID	WWG	COI
	L FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Soledad, CA				

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

GENERAL STATEMENT

Under the supervision of the Chief Deputy Warden and the general direction of the Litigation Coordinator, the Office Technician (T), performs a variety complex and difficult tasks utilizing a high degree of initiative, independence and originality. The job requires excellent organizational skills for effective management of daily activities, the ability to handle frequent interruptions, good verbal and written communication skills, and ability to effectively interact with staff/public while maintaining confidentiality of sensitive issues.

% 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%	Process and track civil lawsuits filed against the Department by inmates or Department of Corrections and Rehabilitation employees. Prepare the employee's letter requesting representation from the Office of the Attorney General; obtain the employees' signature and forward the documents as needed; set up and maintain the initial litigation file for each case; maintain the logging system of all litigation cases. Compose, track, and reproduce a variety of memos, letters, correspondence, and confidential documents to the Office of the Attorney General, Office of Legal Affairs (OLA), lawyers, judges, law enforcement agencies, the general public and various divisions of the Department of Corrections and Rehabilitation. Provide the staff response for the CDCR 22 Form 22 Inmate Request for Interview, Item, or Service.
30 %	Provide clerical assistance to the Correctional Counselor II (Specialist) in coordinating employee responses to interrogatories, depositions, and request for admissions through discovery requests, meet deadlines to avoid sanctions with respect to public records act, subpoena requests, small claims cases, pitches motions and/or other requested information. Monitor due dates on all legal matters in order to ensure compliance. Review and/or redact ERMS and SOMS files for attorney C-File request. Photocopy and fax documents to the Office of the Attorney General and OLA.
25%	Provide clerical assistance to the Correctional Counselor II (Specialist) in coordinating inmate and staff depositions, attorney interviews with inmates, confidential and/or court ordered telephone calls along with other types of attorney/legal contacts and is the liaison to address and resolve Attorney/Legal visiting concerns and issues. Other tasks assigned by the Litigation Coordinator.
10%	Receive and file monthly Heat Plan temperature records from applicable housing units, prepare a Monthly Heat Plan Report and submit to the warded. Order and maintain supplies and equipment. Attend in service training and participate in OLA monthly telephonic training.

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

936-224-1139-802

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**