CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Pelican Bay State Prison	394-261-1139-701			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Office Technician (Typing)			
	WORKING TITLE			
Administrative-Community Resource Office	Office Technician (Typing)			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/ FT	R04	2	Yes ☐ No ☒
LOCATION	INCUMBENT		EFFECTIVE DATE	
Crescent City, CA			01/01/2026	

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 DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

GENERAL STATEMENT

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

Under the direct supervision of the Community Resources Manager (CRM), the Office Technician performs duties for the efficient flow of paperwork; collection, accounting, and tracking of documents; overseeing and assisting with CRM office operations, maintaining compliance with division responsibilities and procedures.

% 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%	Assists with the office operations for the CRM. Development of tracking systems, CDCR 22 Incarcerated persons Request for Interview responses, grievances, Correspondence for the CRM and Religious Meal Requests. Ensures that all memorandums are correct, complete, and copies are sent to the appropriate areas. Updates by-laws and procedures for Incarcerated Person Activity Groups (IAG), Religious Services Programs, Chaplains, and events within and outside of the institution. Initiating and tracking the process of all donations coming into the institution. Updates CPO calendar.
30%	Drafts event memorandums, training modules, and updates procedures as needed. Ducat incarcerated persons for each event in SOMS. Sorts, and saves processed rosters and 2016s.
20%	Screen daily flow of paperwork, communications with staff, volunteers, and the public, ensures adherence to policies, procedures, and the quality of correspondence. Answers and screens calls from

	institutional personnel and the public, maintain accurate files and records. Records and types minutes for division meetings. Makes copies for IAG's and Self-Help Sponsors.
5%	Orders and maintain supplies and materials inventory for the Chapels and Self-Help Groups. Types DOM and OP's for the CRM. Emails rosters to those who do not have SOMS access.
5%	Forward calls to appropriate staff, file volunteer documents, and file volunteer renewal documents. 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. Other appropriate tasks as needed.

SPECIAL REQUIREMENTS

- **Knowledge of:** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.
- **Ability to:** Perform difficult clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance; maintain regular attendance and to be punctual.
- **Special Requirement:** Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.
- **Special Personal Characteristics**: A demonstrated interest in assuming increasing responsibility.
- **COMMENTS:** Work hours are varied. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed. 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

- 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