

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J. Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-218-1441-XXX		MCR / HCR 1
DIVISION / UNIT  Business Services Division Institutional Mailroom		CLASSIFICATION TITLE Office Assistant (General)		
		WORKING TITLE Office Assistant (General)		
		TIME BASE / TENURE R04	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 2/1/2024	INCUMBENT		EFFECTIVE DATE

**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**

This is the entry, trainee, and journey level for this series. Under close supervision as a trainee, incumbents regularly perform a limited range of duties that become routine, shortly after the initial training period; and/or learns to perform a variety of full journey level general clerical duties.

Under general supervision, incumbents at the full journey level regularly perform a variety of duties requiring adaptation to various situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. This level may have lead responsibility over less experienced employees in areas such as training and answering questions on work procedures.

**GENERAL STATEMENT**

Under the direct supervision of the Office Services Supervisor I, the Office Assistant (General), is required to perform a variety of mailroom tasks. Assignments may include: Legal, Certified, Registered, Staff/Business, Inmate Mail, Bulk, and disallowed mail.

The Office Assistant (General) requires an ability to lift up to 50 lbs. with assistance, squatting, bending, reaching overhead, repetitive motion, and extended periods of continuous sitting and/or standing. Requires the ability to cope with exposure to obscene and pornographic photos/materials and handling of contraband items including testing of controlled substances.

The scheduled work hours are from 0700 hours to 1500 hours with Saturdays, Sundays, and Holidays off. The position has two (2) fifteen (15) minute rest periods. Rest periods will be staggered whereby other staff, in the area will cover the work area during the break. During these periods staff is free to leave the job site, unless directed differently by the supervisor.

The Office Assistant (General) is responsible for but not limited to the following activities:

**030-218-1441-XXX**

<b>% of time performing duties</b>	<b>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.</b>
40%	Process incoming inmate regular mail. Search/review incoming inmate mail for funds and contraband such as cash, drugs, weapons, pornography, etc. to determine if such materials are in violation of departmental rules and regulations. Fill out and distribute disallowed mail forms to inmates. File disallowed mail. Complete paperwork for discovery of drugs and tobacco, if necessary. Distribute all approved inmate mail to designated housing mailbags. Operate SOMS to identify current housing units for distribution purposes; and to check for location and forward mail for transferred and paroled inmates.
30%	Distribute all directed staff/business mail to designated boxes or mailbags. Open all staff/business undirected mail to determine distribution and distribute to appropriate boxes. Distribute inter-institution mail to designated boxes or mailbags.
20%	Process outgoing mail by separating mail by size and categorize by weight, sealed/unsealed and stamped/unstamped. Manually stamp and seal odd size envelopes. Run regular size mail through postal machine. Place all mail in mail trays for USPS Post Carrier to pick up.
10%	Check for and process correspondence approvals of inmate to inmate mail, order supplies, answer telephones and other varied duties and special projects as required.

**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**

- 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
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**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
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