



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
06/17/2013

Agency: Oregon Department of Corrections

Facility: Coffee Creek Correctional Facility

[ ] New [x] Revised

This position is:

- [x] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 2
b. Classification No: C0104
c. Effective Date: 07/01/2003
d. Position No: 0100173
e. Working Title: Mailroom Specialist
f. Agency No: 29100
g. Section Title: Mailroom
h. Employee Name:
i. Work Location (City - County): Wilsonville - Washington
j. Supervisor Name (optional): Vicky Reynolds, Supervising Executive Assistant
k. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
l. FLSA: [ ] Exempt If Exempt: [ ] Executive [ ] Professional [ ] Administrative
[x] Non-Exempt m. Eligible for Overtime: [x] Yes [ ] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinates by the facility administration include: Health Services, Mental Health, Alcohol and Drug, Work Force Development, Oregon Correctional Enterprises, Offender Information and Sentence Computation Unit.

The CCCF Minimum-Security Unit is located outside the secure perimeter of the main institution, within a separate fenced compound. The unit provides dormitory-style housing for 540 incarcerated women classified as minimum custody, 432 general population and 108 in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two inmate

living buildings; one is for general population and one for a residential alcohol and drug therapeutic community. Programming for general population inmates include adult basic education, workforce training, life skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments, a "cottage industry" program and community service work crews.

Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections are responsible for contributing to long-term public safety by influencing sustainable offender change. The OAM depends upon a team approach to custody with the security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of DOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of OAM.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

Process all incoming and outgoing mail for employees' official duties and inmate correspondence in accordance with the Department of Corrections mail rule. The mailroom specialist approves various mail items coming into the institution and deters contraband from entering the facility through this conduit.

**SECTION 3. DESCRIPTION OF DUTIES**

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
50%	R	E	<p><u>Mail Distribution:</u>            Receive and pick up incoming mail from internal and external sources, sort and distribute within 24 hours if possible as follows:</p> <ol style="list-style-type: none"> <li>1. Sort personnel and agency mail and distribute to appropriate mail boxes and forward as appropriate. Sort inmate mail and distribute as required.               <ol style="list-style-type: none"> <li>a. Routine inmate mail is addressed, opened, searched for contraband, sorted and bundled in the inmate mail bag by cell location for later distribution.</li> <li>b. Legal and official inmate mail is separated, addressed without being opened and is distributed to be opened and searched for contraband by a correctional series employee in the presence of the inmate recipient.</li> <li>c. Problem mail is separated, opened and searched for contraband with appropriate distribution or returned to sender or confiscated with proper notice of violation or confiscation.</li> <li>d. Inmate mail with first and second class postage will be forwarded if inmate is incarcerated in another DOC facility.</li> <li>e. Inmate mail will be returned to sender if inmate was</li> </ol> </li> </ol>

			<p>paroled, discharged, or escaped.</p> <ol style="list-style-type: none"> <li>2. Receive and pick up outgoing mail from internal sources, sort and distribute within the scheduled shift if possible as follows: <ol style="list-style-type: none"> <li>a. Sort authorized personnel and agency mail for internal, intradepartmental, interagency, and U.S. mail, affix postage and make appropriate distribution.</li> <li>b. Sort authorized inmate mail into categories for internal mail, intradepartmental, and U.S. mail, affix proper postage and make appropriate distribution.</li> </ol> </li> <li>3. Must be able to push/pull/lift at least 50 pounds.</li> </ol>
25%	R	E	<p><u>Mail Inspection</u>  The mailroom specialist inspects inmate mail for contraband. "Legal Mail" and "Official Mail" is processed in accordance with the Department of Corrections Rule 131, Mail (Inmate). All incoming mail is reviewed and inspected for any threats to security and safety. Any mail that is found to be either a threat to the security of the institution or containing contraband articles determined to be prohibited mail as defined as Department of Corrections Rule #131 on Mail (Inmate), is either returned to the sender or confiscated. Cash money is confiscated and disposed of in accordance with rule requirements. After mailroom packages are opened and searched, they are placed in an institution paper bag for delivery to the inmate, and the original wrapper is disposed of in the "hot trash" container in the mailroom. After the mail has been processed, it is placed in the appropriate housing unit bin and then bundled and delivered to the housing unit.</p>
15%	NC	E	<p><u>Mail Violations/Confiscations</u>  Any mail that is found to be in violation of Department of Corrections Rule #131 is either returned to the sender or confiscated through the mail violation process. The mailroom specialist is responsible for filling out a Mail Violation Notice (CD 618a) and placing it inside of the envelope prior to returning the mail to the sender. The intended inmate recipient is sent a copy of the Mail Violation Notice for information purposes, and the mailroom specialist retains a copy for record keeping purposes. If the mail is confiscated, the mailroom specialist is required to complete a Mail Confiscation Notice (CD 618b), and mail the form to the sender notifying the sender of the reasons for the confiscation. The intended inmate recipient is sent a copy of the Mail Confiscation Notice for informational purposes, and the mailroom specialist retains a copy for record keeping purposes. When a publication that is received is rejected, the mailroom specialist completes a Publication Violation Notice (CD618c), and the rejected publication, along with the Publication Violation Notice, is returned to the sender (publisher). The specific article(s) or material(s) considered objectionable in the rejected publication are photocopied and retained for administrative review purposes, and the mailroom specialist retains a copy for record keeping purposes.</p>
5%	NC	E	<p><u>Mail Responses</u>  The mailroom specialist is responsible for responding to inmate communications and inmate grievances related to the mailroom operations. Monthly reports, memorandums and other correspondence will be developed for supervisor's review. Actively participates in DOC teleconference calls as scheduled to discuss issues related to processing inmate mail.</p>

5%	NC	E	<p><u>Security</u>  The mailroom operation is a point of high liability to institution administration and each mailroom specialist must understand sound principles and practices of correctional security. A mailroom specialist must understand key and tool control, search techniques, and inmate behavior and inmate supervision techniques. Mailroom personnel are required to do routine/daily checks of the shadow board and check-in/check-out tools located in the mailroom. All DOC staff must maintain tool accountability that has been checked out to the individual.</p> <p>A mailroom specialist must be aware of applicable Oregon Revised Statutes and Oregon Administrative Rules. Mailroom personnel may be responsible for taking contraband into the chain of evidence and testifying in court.</p>
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## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Exposure to adult felons within an adult institution and to inclement weather conditions during the retrieval of mail. Inherent custodial duties include the responsibility for personally handling inmate incidents in the immediate work area. This employee works in an office area which must remain secure at all times for safety reasons and has daily contact with inmates. Be a resource if an emergency resource center has been established.

## SECTION 5. GUIDELINES

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

U.S. Postal Regulations  
Department of Corrections Rules  
CCCF Procedures  
Technical Equipment Operational Manuals  
Software Manuals

**b. How are these guidelines used?**

These guidelines are used to explain the work activity to be performed, frequency and performance standard to successfully complete the necessary work.

## SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
U.S. Postal Services	In Person/Phone/E-mail/Correspondence	Picking up incoming mail and delivering outgoing mail	Daily
DOC Mailroom Staff	In Person/Phone/E-mail/Correspondence	Collateral Contracts	Daily
Public	Phone/E-mail/Correspondence	Provide information, resolve issues	Daily
Inmates	In Person/Correspondence	Provide information, resolve issues	Daily
DOC Staff	In Person/Phone/E-mail/Correspondence	Provide information, resolve issues	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Determination if mail received is in compliance with Department of Corrections rule. Review of items considered contraband for confiscation or return to sender. Incorrect decisions or inappropriate actions can jeopardize institution security and safety with the introduction of dangerous contraband into the facility.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Supervising Executive Assistant	0100162	Reviews and approves work generated by this position	Daily	Ensure mailroom operations are efficient and within institution/DOC rules and policies.

## SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? \_\_\_\_\_  
 How many employees are supervised through a subordinate supervisor? \_\_\_\_\_

b. Which of the following activities does this position do?

- |  |  |
|--|--|
| <input type="checkbox"/> Plan work     | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work  | <input type="checkbox"/> Hires and discharges  |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring     |

- Responds to grievances
- Disciplines and rewards

- Gives input for performance evaluations
- Prepares & signs performance evaluations

## SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification

Must possess knowledge of AS400 computer system, Microsoft Office, and basic computer skills. This person must possess good organizational skills to efficiently process a large volume of mail on a daily basis.

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
N/A	N/A	N/A

## SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

## SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		