

provided through academic/vocational education, treatment services, cognitive restructuring skill programs, community based liaison activities, and leisure time recreational activities.

Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

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:

This position provides secretarial support and clerical duties, in a confidential environment, for the Administrative Services section, Superintendent's Office, Supervising Executive Assistant's Office, and the Mail Processing Center. Provides a variety of clerical duties; maintains tracking system and generates reports for inmate communications addressed to the Superintendent, answers and directs telephone inquiries directed to the Superintendent's Office, runs Law Enforcement Data System (LEDS) background checks for individuals requesting tours of the Institution, assists the Executive Support Specialist to the Superintendent (duties may include taking minutes, serving staff subpoenas, travel arrangements and reimbursement, submit permanent ID requests for staff), back-up to the Receptionist as needed, updated Policy/Rules/SRCI Procedure Manuals in the Superintendent's Office, ordering supplies, and other duties as assigned.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with 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 ODOC 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 the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

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
60	N	E	Clerical/Administrative – Provides clerical support and clerical duties, in a confidential environment, for the Administrative Services section and the Mail Processing Center. Maintains control of confidential records and information received, routes, assigned, or dispersed;

initiates follow-up letters or memos, organizes, maintains filing systems and maintains office inventory supplies as needed. Takes and publishes minutes as required. Researches and assembles data from a variety of sources to provide special reports as required. Schedules conference rooms for various departmental meetings and video conferences, inmate hearings, staff depositions, and court appearances, often times arranging for staff to appear on or offsite for legal matters.

Assists with TORT Claims, Inmate Grievances, and Public Records Requests; which require information gathering, working with cross sections, tracking necessary responses and adhering to pertinent deadlines. Corresponds with agency staff, responds to inquiries and provides information, copies and distributes correspondence; and maintains an organized filing system.

Gather information and respond to inmate communications not requiring supervisory review or resolution. Gather information and draft responses for supervisory signature including communications from the Assistant Director forwarded to the Superintendent, develop responses when appropriate, direct to appropriate staff when necessary, follow-up as needed.

Schedules conference rooms for the Admin building; assisting other complexes and areas with setting up room coordination, equipment and any necessary supplies needed to hold their meeting. Assist with scheduling community and institution events by reserving rooms, contacting section for needed equipment, scheduling rooms, sending out e-mails. Assist with coordination of community events, institution events to include; Pac, BCC, Ontario Leadership, Legislature, Children of Incarcerated Parents (TVCC), Family Tour Day, Pow Wow, Annual Awards Ceremony, Volunteer Appreciation, Grand Jury Tour, Local School Tours, Contractor Tours, Misc. Tours, Other Agency Tours, Policy Group, CORE, Staff Depositions, other functions as needed.

15

N

E

Assist sections with maintaining records by following the State Treasury Retention Schedule guidelines. To include records retrieval, storage, filing, preparation for retention or destruction pursuant to statutory guidelines. Assemble records/boxes. Organize, check, label, and arrange records for proper destruction. Work with others in coordinating records retrieval.

15	N	E	Provides clerical support for other sections during staff vacations, leaves or times of increased workload. Assist Mailroom staff with aspects that include all incoming mail is sorted, opened and thoroughly searched for delivery within the 48 hour timeline established by administrative rule. Will assist with the delivery mail. Also will provide support to review Secure Mail system for inmates. Will assist Grievance Coordinator with assigning, tracking and processing inmate grievances.
5	N	E	Run Law Enforcement Data System (LEDS) for institution tour requests, contractors, volunteers, professional visits, and for yearly performance reviews for supervisory review. Prepare visitor authorizations based upon LEDS determination, submit for manager signature, and deliver to appropriate location to allow access.
5	N	N/E	Other duties as assigned.

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.

Snake River Correctional Institution is tobacco free. Use of tobacco products are prohibited within the buildings or on the grounds. Work is performed in a prison, housing medium and minimum security inmates. Interaction with inmates occurs on a daily basis. Routine, continual direct contact with convicted male felons is required. Possible encounters with abusive and/or hostile inmates pose the risk of physical injury. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution. Staff may be assigned to other OS2 work assignments to meet operational needs of the institution.

The institution is located in Eastern Oregon and is exposed to temperature extremes and inclement weather. The institution buildings are climate controlled. Walking long distances to get to a work station to perform work is common. The institution has over 1,025,000 square feet of building space and is spread out inside a 103 acre perimeter, in addition to a minimum facility outside the perimeter. Most inmate housing units are two levels requiring the use of stairs to reach the second level.

The incumbent is responsible for proper tool and key control of their immediate work area and to maintain awareness and bring issues identified elsewhere in the institution to the attention of others. Staff may be required to supervise inmate workers, e.g., inmate orderlies.

Work requires heavy usage of personal computer from four to six hours, daily.

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.

Position requires use of: SRCI Operational Guidelines and Procedures; Oregon Revised Statutes (ORS); Oregon Administrative Rules (OAR); Department of Corrections Rules, Procedures and Policies; Department of Administrative Services Rules, Policies and Procedures; Union Contracts and applicable Federal and State Laws and Regulations.

- b. How are these guidelines used?

These guidelines serves as a reference source and provide the necessary knowledge required to work in a correctional facility, defining the scope of employment. They also assure uniformity and consistency in decision making and in meeting financial and legal requirements.

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>			
DOC Administration	Person/telephone/fax/e-mail/written	Liaison/Information/Operations	Daily
SRCI Administration	Person/telephone/fax/e-mail/written	Liaison/Information/Operations	Daily
Other DOC Staff	Person/telephone/fax/e-mail/written	Liaison/Information/Operations	Daily
Inmates	Person/written	Liaison/Information/Operations	Daily
General Public	Person/telephone/fax/e-mail/written	Liaison/Information/Operations	Daily
Other State Agencies	Person/telephone/fax/e-mail/written	Liaison/Information/Operations	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions regarding time management, scheduling of work, and prioritizing work to ensure smooth operation. Determine work methods to achieve work objectives. Respond to unexpected office contingencies. Decision regarding the secure handling of confidential documents. Decisions regarding application of rules and procedures and good judgment in response to inmate communications, Departmental Communications, citizen complaints, Department of Justice requests, and inmate supervision. Decisions regarding good working relationships and communications for both staff and inmates. All decisions affect the operation of the correctional facility and are a direct reflection of the Superintendent's office and his/her, directions, and requests.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Superintendent	8901164	Through verbal or written contact	Daily	To ensure accurate and timely completion of assignments
Supervising Executive Assistant	8919001	Through verbal or written contact	Daily	To ensure accurate and timely completion of assignments
Executive Support Specialist 2	8909011	Through verbal or written contact	Daily	To ensure accurate and timely completion of assignments

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

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 |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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:

This position requires the ability to perform more than one task at a time; ability to train others in performance of tasks; ability to perform any and all non-management responsibilities and jobs in office; general and specialized knowledge of various computer programs.

Requires a highly organized, self-motivated person with the ability to work independently and carry out specific assignments, maintain confidentiality of sensitive information, reports and investigations; Must be able to maintain accurate filing system and informational documents; Ability to work with DOC staff and host agency/other agency staffing in a cooperative and courteous manner.

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

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

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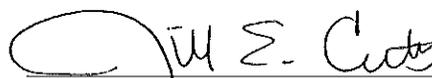
SECTION 11. ORGANIZATIONAL CHART

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

8-30-13

Date



Appointing Authority Signature

8-30-13

Date