



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:

Agency: Department of Corrections

Division: DOC

New Revised

This position is:

- 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: C010
 c. Effective Date:
 d. Position No: 0300023
 e. Working Title: Mail Services Specialist
 f. Agency No: 29100
 g. Section Title:
 h. Budget Authorization No:
 i. Employee Name:
 j. Representation Code:
 k. Work Location (City-County): Tillamook - Tillamook
 l. Supervisor Name (optional):

m. Position: Permanent Seasonal Limited duration Academic Year
 Full Time Part Time Intermittent Job Share

n. FLSA: Exempt Non-Exempt
 If Exempt: Executive Professional Administrative
 o. Eligible for Overtime: 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.

South Fork Forest Camp (SFFC) is a 200 bed, minimum security, adult male institution located in the Tillamook Forest which is 28 miles east of Tillamook, Oregon. It is jointly funded and operated by the Department of Corrections and the Department of Forestry. The institution provides a full range of correctional services and programs to ensure the safety and security of the public staff and inmates and to provide for rehabilitation of inmates. SFFC operates under the administrative control of Columbia River Correctional Institution in Portland, Oregon.

The Mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior.

Fundamentals to this mission is preparing the inmate for community re-entry by helping them become self-reliant and preparing a comprehensive release plan relative to employment, post release care, housing, etc, prior to their return to the community. SFFC is a minimum custody facility providing increased integration opportunities by employing inmate work crews in positions of meaningful work and coordinating the use of inmate labor crews with local public and non profit organizations. All inmates at SFFC engage in full time vigorous work activities consistent with law requirements.

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:

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The purpose of this job/position is to:

Process mail to and from staff and inmates located at the SFFC and process shuttle mail and staff/inmate communications to Columbia River Correctional Institution (CRCI). Process all incoming and outgoing mail for staff and inmate correspondence in accordance with the Department of Corrections Mail Rule. The Mail Services Specialist accomplishes screens mail items coming into the institution per guidelines established in the Department of Corrections Rule #121 Mail (Inmate) and deters contraband from entering the institution 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) functions.

% of time	N/R/NC	E/NE	DUTIES
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- 15 E Outgoing mail: The Mail Service Specialist picks up the mail and inmate communications from the inmate mail box and delivers them to the Mail Room. Inmate communications are sorted and placed in the appropriate staff member's mailbox. The mail entering the US Postal System is posted and inspected for contraband and any other threats to security. The mail is then placed into bundles and delivered to the mail box for US Post Office to pick up. Staff mail is handled at the same time inmate outgoing mail is processed. Processing of Certified, Express, UPS, shuttle and inter-institutional mail is also done at this time.
- 35 E Incoming mail: Incoming mail for staff and inmates from the US Postal Services is delivered Monday through Friday to the mailbox. Mail room staff pick up and deliver to the mail room. Once the mail is in the Mail room, it is sorted by class, legal, staff and inmate mail. The staff mail is distributed to the appropriate staff mailboxes. Unacceptable mail is returned to the US Post Office. Inmate mail is sorted and the inmate's current location is determined. The inmate's housing, bunk and current location is then entered on the envelope.
- 20 E Mail Inspection: The Mail Service Specialist inspects inmate mail for contraband. "Legal Mail" and Official Mail" is processed in accordance with the Department of Corrections Rule #131, Mail (inmate). the outside of the incoming mail is reviewed and inspected for any threats to security and then the inmate mail is opened and inspected. Any mail that is found to be either a threat to the security of the institution or contains contraband articles or sexually explicit material determined to be prohibited mail as defined by 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. All monies other than cash will be handled per rule requirements. After the mail has been processed it is placed in the appropriate mail bin for delivery by Security Staff to the housing units.

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E Mail Violations confiscations: Any mail that is found in violation of Department of Corrections Rule #131 is either returned to the sender or confiscated through the mail violation/confiscation process. The Mail Services Specialist is responsible for filling out of a Mail Violation Notice (CD618a) and placing it inside of the envelope prior to returning the mail to the sender. If the mail is confiscated the Mail Services Specialist is required to complete a Mail Confiscation notice (CD618b) and mailing the form to the sender notifying the sender of the reasons for the confiscation. A filing system to document various mail service functions (packages, USP, mail violations and confiscations, etc). The Mail Services Specialist is additionally responsible for writing Misconduct Reports on the inmates who violate the Mail Rule by attempting to mail contraband or any other material that may threaten the safety and security of the institution.

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E Mail responses: The Mail Services Specialist is responsible for responding to inmate communications and grievances relating to mail room operations.

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E The Mail Services Specialist will be responsible for taking contraband into the chain of evidence and testifying in court as required.

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E Canteen: Assist in researching any problems arising from discrepancies in the canteen order.

2

E Inmate trust accounts: Investigates, identifies and resolves errors, misperceptions and other problems that arise with inmate trust accounts. Writes responses to inmates questions about their accounts. Provides data entry support for Measure 17 job assignment purposes.

1

E Other duties as assigned by Supervisor: Selling meal tickets in the absence of Supervisor, diversified clerical assistance 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.

The incumbent in this position has the inherent custodial duties which include the charge and control of inmates in the immediate work area. the incumbent also assists in the prevention of escapes by proper control of keys, tools and contraband as well as documenting unusual incidents as they occur.

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.

- Department of Corrections Rule #131 Mail (Inmate)
- Department of Corrections Rules, Procedures and Guidelines
- Applicable SFFC Rules, Procedures and Guidelines
- Oregon State Bar Directory
- US Postal Service Zip code Directory
- Desk Manual

b. How are these guidelines used?

These guidelines are used to explain work activity to be performed, frequency and performance standards to successfully complete the necessary work. These guidelines are also used to assist in recognizing and confiscating contraband.

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?
US Postal Service	In person/phone	Questions concerning mail services	As Needed
IA, State Police,	In person/phone	Inmate mail matters	As Needed
Attorney, General office/Mailroom			
Operations review committee,			
Institution gang mgr			
Inmates	Correspondence/person	Mail inquiries	As Needed
UPS/Fed EX/DOC truck	In person/phone	Scheduled pick up or delivery	As Needed
Institution mailrooms	Phone	Inmate location	As Needed
Institution staff	In person/phone	Discuss mail issues	Daily

Central Trust Phone Service questions As Needed

Various Service
Reps In person/phone Maintenance and repair of machines
in mailroom/replacement of postage

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions. Incumbent is trained to identify mail rule and other rule violations. Independent judgment must be used in selecting a course of action based on rules, policies, and procedures relating to identifying, confiscating, returning mail to sender and issuance of Misconduct Reports. Serious legal liability could result from inappropriate decisions.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Executive Support Specialist 1	0300022	In person/phone	Daily	Monitor workload and daily operations

SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? NA
How many employees are supervised through a subordinate supervisor? NA
- 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 REQUIRMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The Mail Room operation is a point of high liability to institution administration, and the Mail Services Specialist must understand sound principles and practices of correctional security.

The Mail Services Specialist must possess the ability to meet designated time schedules on the receipt and delivery of inmate mail, responding to inmate communications and grievances and strict adherence to Department of Corrections Rule #131 Mail (Inmate) and other rules, procedures, and regulations governing mail services.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

The ability to communicate with inmates and all levels of institution staff in an institutional setting.

This person must possess good organizational skills to efficiently process a large volume of mail on a daily basis.

The ability to utilize the AS400 computer system, attached PC's or workstations and equipment such as printers.

The ability to operate specialized office equipment such as the US Postal postage metering machine, electric letter openers, and electronic postal scales.

The ability to lift 30 pound mail packages.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
	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