



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Department of Corrections

Facility: Two Rivers Correctional Institution

[X] New [ ] 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:
d. Position No:
e. Working Title: Mailroom Specialist
f. Agency No: 29100
g. Section Title: Administration
h. Employee Name:
i. Work Location (City - County): Umatilla - Umatilla
j. Supervisor Name (optional):
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.

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. The ODOC is responsible to overseeing and managing inmates in order to maintain safe, civil and productive institutions. ODOC is responsible for the safety of inmates and protection of property at their work site. The success of the ODOC mission relies heavily on the fundamentals of the 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. The department's job is to move inmates from anti-social to pro-social citizens. Staff interactions with inmates on a daily basis are without doubt the most powerful tool to reinforce pro-social behavior. Thus, the nature of relationships and communications with ODOC has been charged to keep secure and change is core to the ultimate success of Corrections. Since relationships and respect are built through repeated experiences and communications about those experiences, then what the department does and says to inmates are key to achieving long-term public safety.

Two Rivers Correctional Institution is a 600,000 plus square foot medium-security prison located in Umatilla, Oregon. The prison has a design capacity of 1812 medium-custody inmates, and a 128-bed minimum custody unit located just outside the secured perimeter of the main institution. This plays a critical role in attaining the DOC mission by contributing to the safe, humane, and efficient management of the institution.

**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:**

The purpose of this position is to manage and provide guidance to inmates from reception to release. ***The position 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 inmates.***

The purpose of this position is to process inmate and institution business mail into and out of the facility in accordance with the ODOC Administrative Inmate Mail Rule, OAR #291-131. The Mailroom staff accomplishes this mission through a system of sorting, searching, inspecting, and posting inmate mail. Mailroom staff approves various mail items coming into and departing the institution and deter contraband from entering the facility through this conduit. Mailroom staff assist institution personnel in mailing out business related packages and correspondence.

The Oregon Accountability Model emphasizes the importance of criminal risk factor assessment, inmate work and programs to mitigate identified risks, staff-inmate interactions that support positive change, inclusion of families and children as a positive support in an inmate’s life, successful reentry into the community, and ongoing community supervision and programming. Staff interactions with inmates on a daily basis are, without doubt, the most powerful tool to reinforce pro-social behavior. The nature of interactions with inmates is core to the ultimate success of corrections and community staff. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through day-to-day interactions with others.

**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
20%				<p>Mailroom staff routinely responds to staff, inmate, and public written or verbal inquiries providing responses in accordance with ODOC/TRCI Rules, Policies and Procedures. Inmate communications are responded to within two (2) days.</p> <p>Grievance responses are completed and forwarded to the Mailroom Supervisor within seven (7) days.</p> <p>Mailroom staff is responsible for attending bi-monthly DOC-wide</p>

		<p>mailroom teleconferences. In the event the Mailroom Supervisor is unable to attend, briefings will be conducted. Mailroom staff is responsible for researching/knowning past mailroom minutes and applying decisions as documented.</p> <p>Mailroom staff is responsible for training temporary, light duty and management staff on procedures that apply to the position in order to facilitate consistency.</p>
10%		<p>Mailroom staff daily process incoming institution and inmate mail received/sent via the U.S. Postal Service or authorized mail carriers. Mailroom staff is responsible for appropriate receipt of all mail in accordance with timeframes established in the Inmate Mail Rule. Mailroom staff signs for receipt of registered, certified and common carrier deliveries.</p> <p>Institution and staff mail is distributed to the designated staff mailboxes after being x-rayed and physically searched. Items not authorized to go into secure facility are stored and the intended recipient is notified.</p>
15%		<p>Mailroom staff sort outgoing mail, ensuring inmate mail/packages is in compliance with the Inmate Mail Rule. Staff assures proper postage is applied. Staff coordinates with approved special carrier service such as UPS, FEDEX, etc.</p> <p>Mailroom staff are charged with identifying outgoing mail from Inmate's that are of interest for investigative purposes and routing those items to the correct department.</p> <p>Staff is responsible for being knowledgeable on postage rates and how that applies to individuals housed in a correctional environment i.e. flat rate vs. priority.</p> <p>Maintains accurate accounting records of postage usage, notifying appropriate personnel before need arise.</p>
55%		<p>Mailroom staff inspects inmate mail by opening each piece of correspondence (with the exception of "Legal" mail) by taking out the entire contents of the letter and examining it for contraband. All packages are inspected and x-rayed prior to distribution.</p> <p>Inmate mail is sorted by the inmate's housing unit assignment; inspect/x-ray/search all clothing for Inmate release, Process evidence seized during searches of incoming or outgoing mail and maintain proper chain of evidence, seize contraband, process violations and make proper notification to the intended Inmate recipient as well as the sender, collect evidence for inmate disciplinary hearings, respond verbally or in writing to</p>

		<p>inmate's written questions, in writing reprimand inmate for violations of rules/regulations, report severe depression or unusual behavior which might indicate self-destructive behavior, e.g. suicide, identify potential PREA instances and justification to PREA representative, identify possible extortion of staff/inmates/public and refer to Special Investigations.</p> <p>Publications are examined for content compliance with the Inmate Mail Rule. Copies of prohibited materials and violation notices are retained in mailroom files.</p> <p>Review incoming and outgoing correspondence and photos through Access Corrections and Telmate for violations of the Department of Corrections Mail Rule.</p> <p>Any mail that is found to be in violation of Department of Corrections Inmate Mail Rule is returned to the sender through the mail violation/confiscation/disposition process Staff is responsible for using mailroom violation data and other data provided on the DOC Outlook files. Violation notices shall be complete, accurate and contain readable attachments and a copy of the violation memos as appropriate.</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.**

The employee works inside a secure adult correctional facility. Daily contact with mostly medium-security inmates in the secure confinement of a correctional facility; subject to "call-back" in emergencies; works overtime, as required. Travel by state vehicle (employee may be required to provide own transportation in performance of duties which is compensated within state rates) to attend meetings. The employee is responsible to personally handle inmate incidents in the immediate area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, and contraband, and documenting unusual incidents as they occur. In the event of an emergency, may be assigned to any area of the institution. Possible encounters with hostile or abusive inmates poses risk of physical injury.

Regular attendance is a requirement of this position

Exposure to adult male felons within an adult correctional institution and exposure to inclement weather conditions during the retrieval and delivery 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 male inmates, either one-on-one or in small or large groups and may be exposed to hostile situations or incidents.

Must be able to concentrate in disruptive atmosphere with numerous clients in room simultaneously with a high noise level. Able to work around inmates and deal with subject matter

that contains descriptive language, sexual content and/or violent incidents. Must have ability to testify effectively in court and before a grand jury. Required to work as a cooperative member of a team.

Persons assigned to this position must be physically able to lift 50 pounds, operate computer equipment, and have excellent organizational skills in order to file and retrieve mail records and documents.

## 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.**

This position requires comprehensive knowledge and understanding relating to the operations of a large correctional facility. The incumbent must use Federal and State Statutes; Department of Corrections Rules, Procedures, and Letters of Agreement; TRCI Procedures; Accounting and Business procedures; Board of Parole and Post Prison Supervision Administrative Rules; ACA Standards; Multi-State Standards; and Case Law relating to inmate rights

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

Assignments may necessarily involve any area of the institution. Requires a comprehensive knowledge of the above guidelines to analyze situations, formulate an opinion, and generate an appropriate response/decision. Used as specific instructions, setting specific requirements for care and custody. Also used as general guidelines, outlining parameters within which judgments and decisions are to be made.

## 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 Service	Telephone/In Person	Mail delivery, problem solve	Daily
DOC Mailroom staff	In Person	Mail delivery, problem solve	Daily
Inmate Family Members	Phone	Regarding rule requirements	Daily
Inmates	Correspondence	Mail inquiries	Daily
Institution Staff	Written/In Person/Phone	Discussion	Daily
DOC Staff	Telephone/In Person/Written	Request for information	Daily
Parole Probation/Attorneys	Telephone	Request for information	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

Determination of mail received is in compliance with Department of Corrections Inmate Mail Rule, OAR #291-131. Review of items considered contraband for confiscation or return to sender. Incorrect decisions or inappropriate actions can jeopardize institution security with the introduction of dangerous contraband into the facility.

Incomplete/inappropriate/incorrect documentation can lead to re-work at minimum and/or potential legal ramifications.

**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".*

Supervising Executive Asst.	9902004	In person	daily	
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**SECTION 9. OVERSIGHT FUNCTIONS**

- 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 checked="" 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

Must possess knowledge of AS400 corrections information system computer system, x-ray machine, and mail processing equipment. Mail Room personnel must possess good organization skills to efficiently process a large volume of mail on a daily basis. Must possess skills that enable that person to process evidence in accordance with "Rules of Evidence" and testify in court.

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

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