



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
8/11/14

Agency: Department of Corrections

Facility: Coffee Creek Correctional Facility

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: C0104  
c. Effective Date: \_\_\_\_\_      d. Position No: 8913001  
e. Working Title: OS2      f. Agency No: 29100  
g. Section Title: Correctional Rehabilitation  
h. Employee Name: \_\_\_\_\_  
i. Work Location (City – County): Wilsonville - Washington  
j. Supervisor Name (optional): \_\_\_\_\_  
k. Position:  Permanent       Seasonal       Limited Duration       Academic Year  
 Full-Time       Part-Time       Intermittent       Job Share  
l. FLSA:  Exempt      If Exempt:  Executive      m. Eligible for Overtime:  Yes  
 Non-Exempt       Professional       No  
 Administrative

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 coordinated 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:**

Assist Correctional Rehabilitation Unit with clerical support to the Counseling section, Library operation and Life Skills program. Provide a wide variety of tasks needed to maintain the office function including, filing, copying, LEDS checks, various computerized searches and reports, work orders, scheduling rooms and professional visits, etc. Foster a positive environment through communication and a positive attitude toward DOC staff, inmates and general public.

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### SECTION 3. DESCRIPTION OF DUTIES

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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
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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".*

45%	N	E	<p><b><u>Clerical Support</u></b></p> <p>Provides clerical support to the team; types a variety of correspondence, reports, memos, or other information from rough draft or general instructions; composes and types correspondence, reports, memos, and other documents; maintains control records of information received, routed, assigned, or dispersed; initiates follow-up letters or memos; maintains filing systems; maintains supervisor's calendar and schedules appointments; ensures that supervisors are fully briefed on matters of concern; schedules professional visits, makes room reservations, and schedules inmate call-outs; schedules and provides notary services as necessary; runs LEDS on volunteers, contractors, and others as requested, notifying requestor of results and entering on database; prepares visitor authorizations as needed; processes food requests and special event paperwork; handles inmate SID requests; logs statistics related to program</p>
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(copier monthly readings); takes and transcribes minutes for various meetings, as well as posting on the P:Drive; coordinates work of inmate orderly on assigned projects; copy parole packets and other material essential to program as needed; orders police reports; assists inmates with social security applications; aids in administering inmate surveys as directed; and verifies true names. Assists with processing police report requests and parole packets; provide back up for the Asst. Supt. ESS 1 as needed, specifically with recruitment and pregnancy processes.

15 %      N            E

**Public Relations**

Regular contact in person, by telephone, and in writing with agency staff, other state and federal agencies, and/or the general public. Screen incoming telephone calls; direct calls to appropriate section/staff and/or other DOC facility as needed; answer inquiries when able and provide information to callers. Screens and resolves issues when appropriate. Callers include families, legislators, criminal justice agencies, attorneys, DHS workers, investigators, adoption workers, psychologists, mediators, polygraphers etc. Prepares all professional visit paperwork for the same, includes coordination of schedules and room availability.

15%        N            E

**Security**

The incumbent assists in the prevention of escapes by proper control of keys, tools, radio and contraband, as well as documenting unusual incidents as they occur. Escorts and searches inmate workers daily, as well as providing primary oversight. Searches work area of the inmates; provides escort and supervision for inmates in bi-weekly cleaning of the outside Sally Port area. Records results of all searches and follows up with Misconduct Reports as needed. Supervises an inmate crew of normally 2 in Correctional Rehabilitation Unit and 6-7 in the Library when relieving this position. Runs general library lines for weekly book check out when relieving library coordinator. Conducts inmate out count as necessary for program operation - approximately once a month. Daily accounting of the work roster. Fills out Daily Inspection Report, Security/Safety/Sanitation and turns in weekly. Prepares work orders as needed for keeping area safe and functional, acting as liaison with Physical Plant for repairs, updates, and telephone services. Maintains radio contact for maximum security of area.

15%        N            E

**Procedures**

Enters attendance information for Religious Services, Life Skills, Correctional Rehabilitation Unit; enters callouts, program assignments, exit codes on AS400; oversees inmate processes such as tour packet assembly. Handles all requests for Social Security applications and Birth Certificates from inmates; processes visiting applications for the facility; prepares CCCF orientation packets. Maintains volunteer tracking updates and escorts; keeps visitor information kiosks supplied; processes weekend inmate movie through Netflix, makes weekly posters advertising movie selection.

7% N E

**Other Duties as Necessary**

Provides other clerical assistance, as well as cross training in other OS2 positions around the facility. Assist in the mailroom, and cover in the library as needed. Assist with timesheet processing as needed. Answer incoming reception calls and provide back-up for other OS2 positions as needed, most frequently Minimum and Administration OS2s. Serves as backup for Life Skills events. Teaches Rent Well and handles the PO reach- in process; responds to inmate communications; maintains AIP charts.

2% N E

**Monitors and Orders Office Supplies**

Conducts property inventory of office and program area as instructed. Assists in the maintenance of the appropriate inventory of office supplies. Picks up, accounts for and delivers supplies to necessary areas weekly; ensures office machines are working properly and supplies are on hand.

1% N E

**Personnel**

Assists with the interview process, copying and compiling interview packets. Acts as receptionist for panel. Assists with orientation of new employees by escorting for pictures, prints, tour, etc. Maintains Correctional Rehabilitation Unit staff calendar;

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**SECTION 4. WORKING CONDITIONS**

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

Incumbent is subject to callback in the event of an emergency or work stoppage and is subject to assignment in any position in the institution. Possible encounters with abusive inmates poses the risk of physical injury.

The position is inside a correctional facility and there will be daily contact with inmates of all custody levels, along with the inherent risks.

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**SECTION 5. GUIDELINES**

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

DOC Rules and Policies  
CCCF Procedures  
LEDS/NCIC Rules

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

The person performing this job must be familiar with the rules, policies, and procedures of CCCF and the Department of Corrections in order to follow proper protocol, and to explain to callers, guests, etc., the guidelines of the facility.

## 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 curser at end of a row (outside table) and hit "Enter".</i>			
CCCF staff	Person/phone/written	Answer inquiries, provide information	Daily
Central Office staff	Person/phone/written	Answer inquiries, provide information	Weekly
Citizens/Public	Person./phone/written	Answer inquiries, provide information	Daily
Local Government Officials	Person/phone	Answer inquiries, provide information	Weekly
Law Enforcement	Phone	Schedule appointments	Weekly

## SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position must be acquainted with DOC and CCCF rules, policies, and procedures so appropriate decisions may be made as questions arise, such as questions regarding visiting days/hours, as well as general visiting questions; mail – what is the inmate allowed to send and/or receive; general protocol for daily inmate activity so decisions can be made accordingly.

## 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 curser at end of a row (outside table) and hit "Enter".</i>				
Principal Executive Mgr. C	0100182	Reviewing routine output of work.	Work will be reviewed regularly until the office specialist is familiar with the position, then it will be more random.	Ensure the quality and quantity of work meets the expectations of the position.
Principal Executive Mgr. F	0100160			

## 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 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

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		

**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		