



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
April 1, 2016

Agency: Department of Corrections

Facility: Deer Ridge Correctional Institution

[] 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: CO104
c. Effective Date:
d. Position No: 0700254
e. Working Title: Office Specialist 2
f. Agency No: 29100
g. Section Title:
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: AAON
k. Work Location (City – County): Madras-Jefferson
l. Supervisor Name (Optional): M. Simmelink
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [x] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. 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 Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior.

The Oregon Accountability Model (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.

Deer Ridge Correctional Institution is an 1884 bed state prison located in the Jefferson County area, near the town of Madras. Prison operations include: 1240 bed adult male medium security unit and a 664-bed adult

men's minimum-security unit. Currently the medium has been repurposed to a minimum. The institution provides dormitory-style and celled units 1200 incarcerated men classified as minimum custody to include general population inmates and inmates in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two work units, one for general population and one for a residential alcohol and drug therapeutic community. Programming for general population inmates includes adult basic education, workforce training, Life Skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments and community service work crews.

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:

Provide support to sections within the institution that may include Mailroom, Superintendent's office, Inmate Work Programs, Physical Plant, Food Services, and Transitional Services.

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
30%	N	E	Provides general clerical support to the section manager as assigned. Assists with special projects for the section manager. Maintains filing system.
10%			Provides clerical support for other departments during staff vacations, leaves or times of increased workload. Maintains supervisor's calendar and schedules appointments and conferences. Makes travel arrangements and responsible for completion of travel reimbursement forms. Maintain attendance and other personnel and payroll records for work unit. Maintains and conducts an accurate inventory of both expendable and non-expendable property within assigned area.
20%	N	E	Responds to Inmate Communications, Grievances, Grievance Appeals, and public complaints, requests, and questions as required by section manager.
30%	N	E	Maintains and organizes files of correspondence, reports, instructions, guidelines and similar material requiring rapid retrieval and presentation, opens, scans, reads and distributes mail, receives and screens callers and visitors, provides information or routes callers and visitors to appropriate official for action. Draft, review and prepare office correspondence. Work with confidential materials; prepare correspondence, distribute and file. Maintain calendar(s) as necessary. Respond to inquiries regarding section assigned or direct to appropriate staff.
10%	N	E	Other Duties Technical support of institution copy, fax, and printer equipment, including tracking and submitting to vendors number of copies each month (meter reading). Designated institution contact person for coordination of equipment repair, involving providing specific breakdown in equipment to vendor, scheduling repair date, processing of visitor authorization (sometimes involving running LEDS check), and escorting repair person to equipment location.

			Assisting other sections as assigned by supervisor. Other duties as assigned by Supervisor
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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.

Duties may include standing or sitting for long periods of time on a daily basis. Duties include repeatedly lifting up to 50 pounds as well as carrying and handling bags, packages, and files to and from various workstations. The position requires the ability to push a mail cart to and from the mail drop box as well as minimum institution to the mail processing location.

This employee may have exposure to public threats, and has one-to-one contact with male inmates, which increases the risk of physical injury, death, or being taken hostage. Daily exposure to inclement weather conditions during the retrieval and delivery of mail; exposure to body fluids and other materials that may be present in inmate mail. There is an inherent responsibility to assist in emergencies and may be assigned to any area within the facility.

All employees are required to use a computer for electronic mail and related inmate work systems in the regular performance of their duties. Operation of a computer is necessary in completing a majority of job assignments within this position.

Work schedule is driven by institution need in providing support services to respective section, in accommodating requirements of Section 41, Article 1 of the Oregon State Constitution (previously known as Ballot Measure 17), and in accommodating the requirement to process mail in accordance with the Mail (Inmate) Rule (Division 131). Work schedules are assigned by management as per the Collective Bargaining Agreement.

This position functions under considerable pressure through changing deadlines, detailed tracking, and constant interruptions. The incumbent must be flexible in completing job duties at a variety of work stations, be flexible in providing coverage for other OS2s within this section who need assistance, and be flexible in working within the guidelines provided by a variety of supervisors.

All employees shall be expected to interact with co-workers, inmates and the public in a professional, respectful manner. This includes refraining from any type of behavior, action or language that could be perceived as hostile, discriminatory, intimidating, violent or abusive.

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.

- Federal and State Statutes
- Department of Corrections Rules and Procedures
- U. S. Postal Regulations
- Administrative Directions
- Multi-state Standards

Security Threat Group Desk Procedures

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>			
DRCI Staff	Telephone/In Person	Information sharing, mail delivery	Daily
U. S. Postal Service	Telephone/In Person	Mail delivery, problem resolution	Daily
DOC Mail Room Staff	In Person	Rule requirements, procedures	Daily
Inmate Family Members	Phone/Correspondence	Rule requirements, procedures	Weekly
Inmates	Correspondence/In Person	Mail inquiries, delivery of legal mail and art supplies, mail-out inmate personal property	Daily/Weekly
Institution Staff	In Person/Phone	Discuss mail services, guidance of mail processing	Daily

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 Rule. 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.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Work is reviewed by the Executive Support Specialist 2 through daily personal contact to ensure that all Mail Room operations are met in a timely manner, while working within the requirements of institution and Department of Corrections Rules and Procedures.

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>				
Executive Support Specialist 2	500432	Personal contact/telephone	Daily	

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 checked="" 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:

Must possess knowledge of IMB AS400 computer system, Microsoft Word program and Excel program and work with Outlook/Folders, and Neopost mail processing equipment. Mail Room Personnel must possess good organization 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
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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".

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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date