STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: **12/01/15**

This position is:
- ☒ Classified
- ☐ Unclassified
- ☐ Executive Service
- ☐ Mgmt Svc – Supervisory
- ☐ Mgmt Svc – Managerial
- ☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Offender Information & Sentence Computation

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Office Specialist 1	b.Classification No:	C0103
c. Effective Date:	July 1, 1989	d.Position No:	8900806
e. Working Title:	OISC File and Records Clerk	f.Agency No:	29100
g. Section Title:	Offender Info & Sent Comp	h.Budget Auth No:	35912300
i. Employee Name:		j.Repr. Code:	AAON
k. Work Location (City – County):	Wilsonville-Washington		
l. Supervisor Name:			

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.

This position is in the Department of Corrections, which confines approximately 14,600 inmates in 14 prisons. The Offender Management and Rehabilitation (OMR) Division staffing includes 198 funded positions as well as contracting with approximately 250 individuals and over 2500 community volunteers. The biennial budget exceeds $68 million, which includes general fund, other funds and federal funds. The OMR Division encompasses 11 units, which as combined, oversee an inmate's correctional plan starting from the time the offender's judgment is ordered to their release into the community. This division provides a continuum of evidence-based program interventions as well as other opportunities and tools to inmates to enhance their transition to Community Corrections partners. This position supports the Assistant Director, Chief Administrator and the unit Administrators of the OMR Division. The Assistant Director, Chief Administrator and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operations; alcohol & drug treatment; cognitive restructuring; education; inmate intake & assessment; classification and transfer; transition and release; offender information & sentence computation; inmate services; religious services; victim services, volunteer services and inmate and community advocacy. The incumbent is a direct participant in the mission of the Department and the division, in the management of the division, and in

planning and evaluating the division's efforts to fulfill its mission. This position exists within the Offender Information and Sentence Computation Unit, which is part of the Offender Management & Rehabilitation Division of the Department of Corrections (DOC).
The Offender Management and Rehabilitation Division is responsible for carrying out the DOC mission to reduce the risk of future criminal conduct by those offenders who are either incarcerated or transitioning from prison back into the community and for those offenders on supervision in the community.

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:

Perform a wide range of duties that require expertise in the areas of records security and maintenance, court documents and records, and data management.

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.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within it's Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of

sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/ contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, DOC upholds a zero-tolerance policy towards all sexual abuse.

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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
30%	NC	E	**File System Preparation and Maintenance** • Evaluate documents for relevance and chronological order and apply the DOC Records Retention Schedule and the Secretary of State Retention policy to the documents. Store documents initially in a hard copy format and eventually in an electronic format according to these guidelines. • Prepare new inmate sentencing and institution files. Prepare hard cover, adds blank tabs, and ensure adequate blank files are available for weekly intake of inmates. Prepare and distribute end tab file numbering stickers to appropriate staff. • Retrieve existing offender institution or probation files for Prison Term Analysts, Technical Program Specialists and others at their request from file storage area. • Replace deteriorated file folders and create new additional folders for offenders when necessary. • Log and maintain files of released inmates, placing any existing probation information inside the institution file. • File incoming documents in appropriate offender files. Hard copy files are organized using a numerical format. • Remove discharged offender files from file storage room. • Verifies inmate institution file location information upon request. • Assure offender file storage room is kept in a clean and orderly manner, and that all inmate hard files stored in this area are in the proper numeric order at all times. • Assist in shredding of bulk paper documents as required. • Assist in copying of documents as required.
40%	R	E	**Electronic Document Archival, Maintenance** • Remove offender files from shelving upon discharge of parole or post-prison supervision and prepare for scanning. • Ensure all paperwork within the file is placed into the

			appropriate section in chronological order. • Remove all paperwork from the discharged file, ensuring that each page is free of staples, completely flat, facing the correct direction and free from any other matter that would hinder document imaging. • Replace section markers with appropriate title pages in preparation of permanent electronic storage. • Evaluate material for relevance and content in regards to the DOC Records Retention Schedule and the Secretary of State Retention policy, group and store accordingly per OISC policy. • Organize prepared files for orderly document imaging by following OISC procedure and policy. • Apply electronic archival software to documents received from courts and counties as well as mail received for offenders that has been imaged and saved. Electronic archiving software attaches metadata to the electronic file that is used to store and retrieve the data. The data is used in the event the offender is returned to prison, for release due to a public records request and for various court, investigation and intelligence work upon request. • Open all electronic data pertaining to offenders, evaluate the content, and investigate the offender in question to ascertain whether the individual is currently in custody with the Department. • Distribute the electronic documents appropriately. If the electronic document being archived pertains to a current inmate, print and send a copy to the analyst handling the case for use in sentence calculation. For non-inmate offenders, electronically archive the data for permanent storage or processing in compliance with the DOC Records Retention schedule and the Secretary of State Retention policy. • Electronically maintain Oregon Youth Offender files. Retrieve electronic file from archival system, scan a document image of new information for the inmate and electronically insert the document into the archived OYA file. • Clean-up of scanned archive files by evaluating material and content using the DOC Records Retention Schedule; purging and reorganizing electronic documents in accordance with DOC Records Retention Schedule and the Secretary of State Retention policy.
10%	NC	E	**Mail Processing, Reception** • Upon receipt, open and date stamp all mail. Sort all mail by category. • Investigate documents relating to inmates using CIS, placing State ID numbers on the documents prior to distribution when appropriate. • Distribute Departmental mail, court orders and subpoenas, Youth Offender information, medical department forms and information requests to the appropriate staff for processing. • Prepare mail for document imaging when appropriate. • Prepare outgoing mail for distribution, separating and bundling mail for efficient distribution to various locations. • Assist in the establishment of mail processing procedures to ensure the process remains current and efficient.

			• Answer incoming phone calls, responding to requests for information utilizing the Corrections Information System (CIS). • Forward calls as appropriate to other staff members. • Forward to staff throughout the Department all requests for specific information requiring business owner response. • Monitor front door to ensure visitors and guests are promptly granted access while restricting access to all others without prior approval of manager or designee. • Ensure that all visitors and guests sign facility access register.
15%	NC	E	**Other duties** • Deliver institution and postal service mail to the mail room located within the secure perimeter of a correctional facility. • Adhere consistently to protocols ensuring confidentiality and security within the facility. • Perform file system maintenance both for electronic data stored within differing software applications and within hard copy files based on a numbering system ensuring all information is stored in the appropriate location and is kept confidential. • Review electronically imaged documents to ensure archival and quality of copy for permanent retention with the State archives consistent with the Retention schedule. • Constantly remain conscious of security concerns regarding work within a correctional setting. • Regularly may be exposed to material of a graphic nature pertaining to crimes and victims, reviewing these documents for release or retention ensuring all material is readable, chronological and relevant to the offender in question. • Maintain all procedures and other controls necessary in carrying out the OISC Program. • Prioritize work as needed. • Accountable for location of inmate/offender files. • Provide technical support to unit management by ensuring that the work is current, accurate, and in conformance with current statutes, policies, and law. • Proof material for correct usage and general clarity.
5%	NC	NE	• Additional duties as assigned to carry out the goals of the Offender Information and Sentence Computation unit.

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.

Work is performed in an office setting and includes extended periods of time sitting at a computer terminal, extended periods of time standing, researching in policy / office manuals, bending, stooping and stretching

to reach / obtain / maintain inmate files. Incumbent must be able to move full boxes that may weigh up to 35 pounds, with or without reasonable accommodation.

Contact with inmates is likely and the possibility of exposure to material of a graphic nature and to dangerous situations (e.g. verbal or physical assault) does exist. The inmates have the potential for becoming angry, hostile, abusive, and aggressive, increasing the risk for employees of physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

Daily trips inside of secure facility are required for delivery and pick up of mail and files, increasing chances for contact with inmates. Additionally, inmate workers provide janitorial services daily and occasional physical plant services within the office building.

This position provides relief coverage for front desk/receptionist. The possibility for telephone calls with angry, hostile individuals is possible.

Coffee Creek Correctional Facility is tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds.

May include 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/trainings.

This position is located at Coffee Creek Correctional Facility, OISC Records Office, Building Z, Wilsonville, Oregon.

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.

DOC Rules, Policies and Procedures	Interstate Agreement on Detainers	Oregon State Archives Directives
DOC Administrative Directives	Interstate Compact Procedures	Federal Laws
Oregon Administrative Rules	ACA Standards/Case Records	Oregon Revised Statutes
Offender Information System	OISC Office and Desk Manual	Attorney General Opinions/Case Law
DOC Records Retention Schedule	Oregon Secretary of State Retention Policy	

b. How are these guidelines used?

These guidelines are used to assure compliance with applicable regulations and standards for equal and consistent treatment of inmates; assist in applying the policies and procedures, and to apply these interpretations to specific situations. While these guidelines cover basic situations, they do not provide or supply answers to the many combinations of problems that the incumbent must resolve.

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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
DOC staff and Administration	Phone/email/in person	Information sharing	Daily
Courts	Phone/mail	Operational	Occasional
General Public	Phone/mail	Information sharing	Daily
Oregon & other state prisons & agencies	Phone/mail/person	Operational	As needed
Oregon & other state law enforcement agencies	Phone/mail/person	Operational/Information sharing	As needed
Board of Parole/PPS	Phone/mail/person	Operational/Information sharing	As needed
Public/Private Agencies	Phone/mail	Public Information	As required
Federal Marshall & other federal Agencies	Phone/mail	Operational	As needed
Community Corrections	Phone/mail electronic	Operational	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are specifically related to the storage and release of offender information. Poor decision making may result in litigation against the Department of Corrections and has the potential for compromising the security of the Department and individuals in the community.

Incumbent must be thoroughly versed and aware of confidentiality protocols associated with the records laws and policies associated with OISC operations.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Principle Executive Manager B	0024003	Discussion with employee	Weekly	Provide guidance and direction

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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:

- Due to the wide variety of activities provided by this position, it is necessary that the incumbent maintain a high standard of performance.
- Nature of work requires initiative and performance without constant supervision.
- May be required to work long hours.
- Must be able to work and function effectively in a constantly changing environment.
- Must be able to function in a cooperative team environment and make positive contributions.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: If additional rows of the below table are needed, place curser 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, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Appointing Authority Signature _____ Date _____