



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
June 1, 2013  
This position is:

Agency: Department of Corrections

Division: Columbia River Correctional Institution

New  Revised

- Classified
- Unclassified
- Executive service
- Mgmt Svc - Supervisory
- Mgmt Svc - Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 1 b. Classification No: C0103C  
 c. Effective Date: \_\_\_\_\_ d. Position No: 8911100  
 e. Working Title: Corr Rehab Clerical Support f. Agency No: 29100  
 g. Section Title: Corr Rehab Services h. Budget Authorization No: \_\_\_\_\_  
 i. Employee Name: \_\_\_\_\_ j. Representation Code: \_\_\_\_\_  
 k. Work Location (City-County): Portland/Multnomah  
 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.  
 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.

Columbia River correctional Institution is a 575-bed minimum security correctional institution housing adult male inmates. The facility implements the agency (ODOC) mission by ensuring the security and safety of staff, inmates, and the community while (1) providing transitional programming and release services to inmates nearing their release to the community. Services include: residential and outpatient drug and alcohol

treatment, mental health counseling and services, GED and adult basic education, work force opportunities for inmates in conformance with Oregon Constitutional requirements. Inmates work in a variety of support jobs within the institution and in community service and private sector jobs on outside work crews and work release.

CRCI operates South Fork Forest Camp (SFFC), a 200-bed facility for male inmates near Tillamook, Oregon which is managed jointly with the Oregon Department of Forestry. Inmates assigned to the SFFC provide labor for forest management, firefighting, and parks maintenance. The combined functional unit employs approximately 160 funded staff positions and about 75 full- and part-time contractors. The combined functional unit biennial budget is approximately \$22,500,000.00

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:

Provides clerical support services to Correctional Rehabilitative Manager, professional staff and program operations at Columbia River Correctional Institution.

Prepare correspondence, maintains filing systems, creates, and updates listings as well as providing receptionist services as required.

**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
	NC	E	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.

50%

E

## DAILY CLERICAL PROCEDURES

Provide general clerical support for the following staff: Transitional Services Manager; Counseling Staff (Eight personnel); Law Librarian; Chaplain and Education Coordinator. Mails various correspondence out of the institution including CD28's, Social Security replacement card forms and DMV information forms, enters inmate call-outs on the computer, etc

Support includes typing and drafting letters, memos, reports, rosters, "holds" and other correspondence as required. Exercises judgment in interpreting author's instructions from handwritten materials. Proofreads materials for clarity and accuracy.

Receives and pre-enters data for Inmate Visitor Applications. Documents are reviewed for correctness, and notated chronologically into the ODOC Visitor Tracking System resident on the ODOC AS400.

Coordinates and publishes facility MDT/SNIEC agenda on a weekly basis; in accordance with established criteria. Also provides minutes for other Transitional Services Unit meetings, as needed.

Document the receipt of Oregon Trail Cards, provide verification of funds and signature for CD28's. Forwards routine CD28's in accordance with DOC policy, and enter Unit 1 and 2 non-cash incentive points monthly. Verifies names and numbers of Inmates for social security card replacement applications. Signs documents relating to card replacement requests. Act as certified staff member for CRCI to process the social security card applications, sign, and verify names and numbers for inmate applicants

Runs LEDS and verifies visitor eligibility. Coordinates information and exchange with appropriate parties as needed. Exercises independent judgment on facility access requests based on technical information obtained from various law enforcement databases. Make a determination for access based on current departmental policies and guidelines, gathered information from the databases, and after careful consideration of liabilities to all stakeholders involved. Draft responses and explanations of decision and rules to parties involved

Works with volunteers, contractors and employees to coordinate the scheduling of all classrooms within the institution. Assists volunteers, contractors, and other employees with schedule coordination in classroom space, dates, times, and locations of programs. Provides material and interpretation of rules, regulations, and departmental and facility policies for new contractors and volunteers

Collaborate with community corrections or other community stakeholders in providing scheduling assistance with Reach Ins or other re-entry programs and services.

Interact frequently with Inmate in communication to responses, inquiries, requests, etc. regarding programs, services, classes, or routine questions.

Scheduler for all professional legal appointments, basic visits, and special visit requests

Utilize LEDS, OJIN, and DOC400 databases to gather, compile, and research information to apply to work. Also frequent usage of Microsoft Office Programs for creating documents and tracking/record purposes.

10%

E

**BACK UP FOR OTHER DEPARTMENTS**

- Provides back-up support to Law Library
- Provides back-up support to Mail Room Services

15%

E

**SWITCHBOARD/RECEPTION**

Secondary responder to incoming telephonic information request from the general public, other law enforcement agencies, attorneys, and inmate families. Screens these calls, answers questions when able, or routes caller to appropriate staff member. Requires general knowledge of agency programs and procedures to immediately answer questions in these areas. Research for answers require knowledge of agency manuals and computer information systems. Must be constantly aware of public versus confidential information.

30%

E

**CONTROL DUTIES**

- Provide total supervision of inmate orderly on a daily basis. Assigns work to orderly and checks results daily. Complete performance reports on a monthly basis
- Provide control and supervision to inmates called to Transitional Services area.
- Receive, sort and distribute incoming mail.
- Email all copy machine counter readings to Savin monthly. Keeps inventory of all copy machine supplies, ordering as needed.

4%

**PROPERTY INVENTORY AND SAFETY**

- Process work requests and track progress.
- Conduct periodic inventory of property assigned to Transitional Services area.
- Responsible for ordering and tracking supplies and services for Transitional Services area.
- Provides Safety and Sanitation reports for Transitional Services area.

1%

**OTHER DUTIES AND SPECIAL ASSIGNMENTS**

- Input purchase order requests into AFAMIS system on an as needed basis.
- Issuing of LMPA's to Transitional Services staff on an as needed basis.
- Other related duties as assigned by Supervisor.

**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.

will be expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured;

This position works inside a secure adult correctional facility and may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. Inherent custodial duties include the responsibility for handling inmate incidents in the immediate work area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment, and contraband and to document occurring unusual incidents.

This position is subject to callback to the prison in the event of an emergency or work stoppage and is subject to assignment in any position in the institution.

This position is covered under Police and Fire.

### 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.

- 1) State and Federal laws
- 2) Correction Division Rules and Procedures
- 3) Institution Procedures
- 4) Supervisor's directives

b. How are these guidelines used?

- 1) Release of information
- 2) Proper preparation of letters, notices, and other correspondence for use in the institution and forwarded out of the institution.
- 3) Assures that proper security procedures are observed

### 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?
Public Sector	Telephone	Exchange of information	Daily
Other Institutions	Telephone	Exchange of information	Daily
Other Agencies	Telephone	Exchange of information	Daily
Corrections Staff	Telephone/Person	Exchange of information	Daily
Inmates	In Person	Supervision	Daily
Attorneys	Telephone/In Person	Set up appointments	Daily

**SECTION 7. POSITION RELATED DECISION MAKING**

Describe the typical decisions of this position. Explain the direct effect of these decisions. Decisions routinely made regarding the safety of the Institution, particularly within the Transitional Services section, makes decisions concerning confidentiality for staff and inmates, and taking calls or typing materials for staff.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Transitional Services Mgr	8909025		As needed	To balance workload and determine priorities, work performance, direction

**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 REQUIRMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires a person who can represent the Institution in a positive manner with proper telephone etiquette. This person must also be able to respond to unexpected pressure situations and an uneven volume of work. Computer skills, Word, Excel.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
None		
<b>SECTION 11. ORGANIZATIONAL CHART</b>		
<p>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.</p>		
<b>SECTION 12. SIGNATURES</b>		
<hr/> Employee Signature 	<hr/> Date	<hr/> 
Appointing Authority Signature	Date	