



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/15/2008

This position is:

Agency: Oregon Department of Corrections

Division: Two Rivers Correctional Institution

New Revised

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Executive Support Specialist 1
b. Classification No: C0118
c. Effective Date:
d. Position No: 9902003
e. Working Title: Executive Support Specialist 1
f. Agency No: 29100
g. Section Title: General Services
h. Budget Authorization No:
i. Employee Name:
j. Representation Code: AAON
k. Work Location (City-County): Umatilla/Umatilla
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.

All staff of the ODOC are responsible for contributing to the Oregon Accountability Model: 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.

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 primary purpose of an institution is to protect the public by providing confinement as authorized by statute and as ordered by the courts.

Two Rivers Correctional Institution is a 600,000+ square foot medium-security prison with a design capacity which houses approx. 1700 inmates located in Umatilla, Oregon, including a 126-bed minimum custody unit located just outside the secured perimeter of the main 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:**

Provide and coordinate a wide variety of administrative and confidential clerical services and support in order to assist the Assistant Superintendent of General Services in carrying out his/her function of providing effective management and supervision of the various Sections within the General Services Department at the institution. This position's mission is to ensure the Assistant Superintendent of General Services office is run in an orderly manner. The position functions as an emissary with other Section staff on behalf of the Assistant Superintendent, to disseminate information to all staff and provide support, assistance and back-up services for the Assistant Superintendent of General Services. This person will promote harmonious working relationships with other Sections within the Institution and other agencies; ensure appropriate prioritization, accurate and timely completion of assigned tasks, generally working independently with little or no supervision.

**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
40%			Provides all administrative and clerical support to the Assistant Superintendent of General Services. Researches, composes, and prepares a wide-variety of correspondence, memorandums, responses to Inmate Grievances, Inmate Tort Claims, Inmate Discrimination Complaints etc,.
15%			Answers telephone, screens and routes calls, responds to inquiries and provides information, relays messages; opens, sorts, and distributes mail; copies and distributes correspondence; establishes and maintains an accurate file system, including archiving and confidential personnel files. Maintain tickler file with tasks and deadlines. Uses research techniques to collect, analyze, interpret and report data.
10%			Prepare the inmate newsletter, coordinating printing and delivery of the newsletter. Compile and edit articles that have been submitted.
5%			Attends institutional meetings, taking and transcribing minutes and preparing additional documentation resulting from meetings, including disciplinary actions, institutional procedures and administrative directives, and informational memorandums for approval of the Assistant Superintendents.
5%			Acts as Office Assistant for the Assistant Superintendent of General Services office complex, assuring that the office operates efficiently and in an orderly manner; act as confidential assistant to the Assistant Superintendent of General Services; receive, review, log, route and follow up on all mail received in the office; draft responses when required; maintain calendar, schedules and arrange appointments, meetings, and travel; responsible for access to all forms and confidential information; review official actions requiring the Assistant Superintendent of General Service's approval to assure that they are in legal and administrative order.
5%			Compiles monthly General Services employee timesheets for employee signature. Compile information and records it onto leave usage calendars in the preparation for the Assistant Superintendent of General Services for monitoring and potential discussion.
5%			Prepare position descriptions, request advertisement for staff vacancies; request state hiring list. Schedules employment interviews for Staff vacancies. Types and updates interview questions; assemble necessary data for and from potential candidates. Conduct background investigations for General Services.
5%			Develops and maintains computerized database/tracking system to record all grievances and correspondence for responses that fall under the Assistant Superintendent of General Services. Distribute grievances to appropriate staff for response, ensuring turn around deadlines are met.

5%	Orders office supplies and maintains inventory.
2%	Provide LEDS checks for General Services. Records and maintains LEDS tracking information.
3%	Performs other duties as assigned.

## 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 must attend, participate in and satisfactorily complete required Department of Corrections training, any specialized training as assigned, and afterwards, use/implement the information received in the day-to-day activities of the position. The employee is required to follow and enforce all DOC Rules and Procedures and established Institution Procedures at all times.

All employees are required to use a computer for E-Mail and related work systems in the regular performance of their duties.

Work is performed in prison housing, medium, and minimum-security inmates. 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.

## 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.

Department of Corrections Rules, Policies and procedures; Two Rivers Correctional Institution Operating Procedures; Administrative Directions; Oregon Revised Statues; Inmate Work Program Procedures/Policies; Public/Private Partnership Contracts; AFSCME Labor Contract; applicable Federal and State Laws.

### b. How are these guidelines used?

These guidelines serve as a reference source and provide the necessary knowledge required to work in a correctional facility, defining the scope of employment.

## 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?
DOC Officials	In person/telephone	Work-related material	As needed
TRCI Administrators	In person/telephone	Meetings/work requests/inquiries	Daily
Other Staff Members	In person/telephone	Security/work requests	Daily
Other Law Enforcement Agencies	Phone/person	Inquiries on behalf of Assistant Superintendent of General Services	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes the day-to-day decisions that are required to accomplish assigned tasks. This position provides information and instruction to General Services Staff on a daily basis, determining what information may be provided, maintaining strict confidentiality; making decisions regarding prioritization of assigned tasks; responding to inquiries and requests from the Oregon State Police, Oregon Attorney General's Office, and the DOC Internal Affairs Officer, determining what information can be provided. Establishes work priorities and monitors deadlines. Interprets applicable rules, procedures, and guidelines, consistently makes routine operational decisions, which are in compliance with guidelines, and ensures that decisions made are consistent with the Assistant Superintendent's goals and program purpose.

Decisions made by this position are a direct reflection on the Assistant Superintendent and his/her policies, directives, opinions, and administration of the Institution.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Assistant Superintendent - General Services X7010	9712001	Personal observations, various meetings, review of reports, personal discussions	Daily, on an on-going basis	

**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, skills, certificates and licenses needed at time of hire that are not already required in the classification specification:**

The employee must possess the ability to work independently with little or no supervision, prioritize work assignments and ensure timely completion with desired results; record and transcribe minutes of meetings and verbatim transcripts of interviews; compose and formulate correspondence, reports, and other written documentation as required; exercise good judgment in decision making; interact well with co-workers, supervisors and inmates, promoting harmonious working relationships with other Sections; and possess excellent written and verbal communication skills. Additionally, the employee must have a good working knowledge and ability to operate video equipment, personal computer, memory typewriter, 10-key calculator, fax machine, copy machine, telephone, and telephone equipment; and possess a thorough knowledge and understanding of all Department of Corrections Rules and Procedures, TRCI Procedures, and Administrative Directives. The employee must possess strong interpersonal and customer service skills, be self-motivated and self directed. The employee must handle confidential and sensitive information in a professional manner. The employee should have the ability to organize and work on projects in simultaneous fashion. Must have strong computer skills.

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:  
Ability to work with multi-agencies, public, private industries.

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

Operating Area	Biennial amount (\$00000.00)	Fund type
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