



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
5/16/12

Agency: Oregon Department of Corrections

Facility: Central Distribution Center

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: <u>Accounting Technician 3</u>		b. Classification No: <u>C0212</u>	
c. Effective Date: <u>July 1, 2003</u>		d. Position No: <u>0300001</u>	
e. Working Title: <u>Medical &amp; Collections Technician</u>		f. Agency No: <u>29100</u>	
g. Section Title: <u>Central Trust</u>		h. Budget Auth No: <u>000870970</u>	
i. Employee Name: <u>VACANT</u>		j. Repr. Code: <u>AAON</u>	
k. Work Location (City – County): <u>Salem/Marion</u>			
l. Supervisor Name (Optional): <u>Bob Culp</u>			
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	
o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 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 Department's biennial budget includes \$1,259,794,942 General Fund, \$86,553,299 Other Funds, and 108,541,761 Federal Funds. Business & Finance Division provides centralized support to all levels of the Department through its Fiscal Services, Budget, New Construction, Facilities Services, and Community Development Sections.

Fiscal Services provides a wide variety of assistance to all levels of the Department through its AFAMIS Support, Central Accounting, Payroll, Central Trust (Inmate Accounts), Purchasing, Contracts, Property Control, Central Distribution Center with out-stationed warehouses at SRCI, TRCI, CCCF, WCCF and Statewide Business Operations with on site offices located at CCCF, OSP, SRCI, EOCI, TRCI, WCCF and DRCI.

**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:**

The purpose of this job/position is to support the Central Trust operations, which acts as the “bank” for inmates’ funds.

This position is responsible for compliance with State of Oregon laws and DOC rules and Policies as they pertain to the collection of garnishments and collection of inmate debt. This position is also responsible for the daily balancing of inmate spending accounts, processing inmate medical requests (form 1091AH), yearly LFO reporting, dispersal of unclaimed funds to the Division of State Lands, and special projects as assigned.

### **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.

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.

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%	R	E	<p><b><u>Inmate Medicals:</u></b> Process three types of medical transactions – Medical, Dental, and Optical by two categories - Optional or Necessary services. For optional services, the inmate must have funds available for the service. If funds are not available, note on the paperwork that the inmate is NSF and return the request to Health Services. If funds are available ensure all necessary paperwork has been included with the request. Transfer funds to appropriate reserve account and process paperwork to allow the service to proceed. For necessary services, process the medical forms and if the inmate has available funds, transfer the funds to pay for the service. If the inmate is NSF, set up debt on the inmates account and process the request. When funds are collected and service is delivered, forward proper paperwork to Accounting for payment to vendor. Follow up on condition of outside funds received for medical purposes and outdated CD-28s.</p>
30%	R	E	<p><b><u>Collections:</u></b> Inmate Debt Owed to DOC: Track inmate release dates identifying inmates that are indebted to the DOC. Log all indebted released inmates noting name, release date, date of birth, Social Security Number, and last known address. Show “Due Diligence” in locating, contacting and collecting debt owed by released inmates. Refer delinquent accounts to Department of Revenue or private collection firms for collection. Post payments collected by Department of Revenue Other Agency Accounts and private collection agencies. Reconcile collections data base with DOR OAA reports and follow up on re-assigning accounts</p>
5%	NC	E	<p><b><u>Garnishments:</u></b> Process Writs of Garnishments received against inmate accounts based on State regulations pertaining to garnishments. Verify inmate funds availability to pay garnishment order. If the inmate has sufficient funds, collect to pay the garnishment. If the inmate has insufficient funds, respond to the garnishment order that funds are unavailable.</p>
5%	NC	E	<p><b><u>Collection of Court of Appeals Money Judgments:</u></b> Money judgments are Received from Court of Appeals or institutions and recorded for tracking purposes and then turned over to Oregon Department of Revenue for collection. These accounts are to be turned over within one year of inmate’s discharge date. This process involves recording pertinent information in Access to generate application of assignment once a month. A report is received from Oregon Department of Revenue each month. The report indicates any payments made any uncollectible accounts, and all current accounts remaining for collection. A notarized certificate of Satisfaction of Appellate Court Judgment must be sent to released inmates once accounts have been paid in full. Any changes in dates and status must be recorded in the appropriate data base for all uncollectible accounts.</p>

5%	NC	E	<b>State Lands Collection:</b> Create and maintain listings of stale dated checks. On a yearly basis perform due diligence by attempting to notify payees of un-cashed Central Trust checks that have reached the two year stale date. When applicable, take appropriate action to send funds to the payee. Determine which inmate accounts qualify as unclaimed based on OAR 141-045. Transfer Funds to holding account until a check is issued to State Lands. If after Due Process, for any payees that cannot be contacted, calculate and transfer unclaimed funds to the Department of State Lands using their HR Pro software system.
10%	NC	E	<b>Other duties:</b> Daily balancing of inmate spending accounts. Verify transaction to ensure funds from inmate spending accounts are coded correctly and balance with the TAG system. Assist other staff during peak workloads, vacations, etc. Performs special projects 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.**

Normal office working conditions with moderate contact with minimum custody inmates. Frequent phone contact with verbally hostile released offenders concerning collection of unpaid debt.

#### 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.**

- Oregon Department of Corrections Rules and Procedures
- Institution Rules and Procedures
- Department of Administrative Rules, Procedures and Statutes
- Oregon Revised Statutes

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

To ensure uniformity and consistency in decision making  
To ensure legal requirements are being met

## 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>			
Staff & Counselors	Telephone/Email/Letter/ In person	Interpret Policy/Answer Questions	Daily
Inmate Families	Telephone/Letter	Answer Questions	Daily
Inmates/Released Inmates	Letter/Telephone	Answer Questions	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made relating to priorities and scheduling workload

## 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 cursor at end of a row (outside table) and hit "Enter".</i>				
Central Trust Manager PEMC	X7004	One on one meeting, staff meetings and annual Performance Appraisals	Daily, weekly and monthly as needed	To ensure productive performance and good customer service

## SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? \_\_\_\_\_ N/A

How many employees are supervised through a subordinate supervisor? \_\_\_\_\_ N/A

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:

This position requires the skill and knowledge of current rules and laws regarding writs of garnishment, collections and money judgments

**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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**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, employee name and position number.

## SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date	_____ Administrator Signature	_____ Date