



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 8/1/2009

This position is:

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

Agency: Department of Corrections

Division: Eastern Oregon Correctional Institution

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Office Specialist 1
b. Classification No: C0103
c. Effective Date: 9/2/2009
d. Position No: 8900109
e. Working Title: Administrative Office Support
f. Agency No: 29100
g. Section Title: Administration
h. Budget Authorization No:
i. Employee Name:
j. Representation Code:
k. Work Location (City-County): Pendleton - Umatilla
l. Supervisor Name (optional): Douglas Harder, Supervising Executive Assistant

m. Position: Permanent Full Time Seasonal Part Time Limited duration Intermittent Academic Year 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 job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

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 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 58-acre institution property is highly visible to the public inasmuch as it is located between the two major access routes to Pendleton and within the city limits. EOCI operates with a biennial budget of over \$50 million, with a full time staff of 438.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult male felons meeting medium-security classification requirements. The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are also available in the form of education, leisure-time activities, meaningful work assignments, and participation in special needs programs. The fundamental value in the prison continuum is the principle that the least restrictive method be used to manage inmate behavior, consistent with public safety. This position exists within the security section of Eastern Oregon Correctional Institution (EOCI). The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with five thousand feet of an electronic perimeter security system.

- b. Describe the purpose of this position and how it functions within this program, by completing this statement:
The purpose of this job/position is to...

This position provides Eastern Oregon Correctional Institution staff and inmates with photocopying services and business-related clerical services in a timely manner. **Provides secretarial services to the EOCI Supervising Executive Assistant** and secretarial, general office, record processing, or production typing work in support of agency programs or operations to relieve various work areas of clerical details. The work performed requires a general knowledge of agency operations. Maintain supply room and account for inventory of materials and supplies. Submit orders to appropriate system based upon previously approved requests.

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.

35%	E	<p>Assist the Supervising Executive Assistant and Superintendent's Office with clerical details that includes: a) copy and route; b) maintain electronic and hard files; c) establish and maintain excel and word data bases ; d) perform word processing functions by crafting letters and emails; e) qualify as Law Enforcement Data Systems (LEDS) operator and conduct DMV, Criminal History, and Criminal Records Inquiries as assigned; f) provide Notary Services; g) provide support for EOCI Training section by ensuring appropriate materials are copied and made available for Staff In-service Training and other training sessions; and h) become familiar with the set-up and operation of various equipment used in telephonic meetings, video meetings, and group presentations.</p>
30%	E	<p>Receptionist – Monday and Tuesday from 8:00 am to 5:00 pm each week or when needed. Coordinates breaks to ensure reception desk coverage during institution inmate counts. Responds to inquiries fro the public about specific agency\program information and services. Directs inquiries as necessary; explains or clarifies rules, processes and procedures to clientele\visitors; provides information about services available and receives incoming calls and routes to appropriate staff. Alert to potential security violations and attempts by persons entering the institution to introduce contraband; reports suspicious behavior or infractions immediately to appropriate staff.</p>
25%	E	<p>Other Office Specialist Assignments – Called upon to cross-train and fill in other Office Specialist jobs by performing a variety of secretarial, general office, record processing, or production typing work in support of EOCI Security, Transitional Services and General Services. Serves as secretary to various work units, team projects, or individuals' that includes typing correspondence, reports, memos, and other information from machine or voice dictation or drafts. Determines proper formats and modes of address for letters and reports; composes and types correspondence and responds to inquiries; requiring general knowledge of agency operations.</p>
10%	E	<p>Supply Room Operations – Maintains inventory of office supplies and forms by ordering from vendors and DOC Print Shop(s). Receives approved supply order forms from the facility Operations Captain and bags the requested supplies for distribution to the units by security staff.</p>
As Necessary		<p>Annually attends and participates in In-service Training. Performs other duties as assigned including responding to <u>Recalls to the facility to perform reception/clerical duties during a declared emergency.</u></p>

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.

This position works primarily at an assigned work station in D- Administration Building and may be temporarily assigned to various work areas within the secured perimeters of the institution involving supervised contact with inmates. This position may be called upon to unpack supplies, stack shelves, and maintain accountability of office supplies and materials in assisting with the operation of a supply room.

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.

Position requires use of Oregon Corrections Department Rules and Policies and EOCI Procedures. Must attend required Department of Corrections training and use information received in training in the day-to-day activities of position.

b. How are these guidelines used?

Serves as a reference resource and provides necessary knowledge needed to work in a Correctional Institution.

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?
EOCI Administrators Program Managers	Person/Phone/E-Mail	On behalf of the Supervising Executive Assistant	Daily/as needed
General Public	Person/Phone/E-Mail/ Written	Receptionist	Monday and Tuesday each week and as required
Cross train	Person/Phone/E- Mail/Written	On behalf of Supervising Executive Assistant to the Superintendent	As required

SECTION 7. POSITION RELATED DECISION MAKING

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

Daily decisions are made using self judgment in answering inmate communications providing direction, guidance to inmate to assure they are following the Inmate Communications Routing Guide to provide them with the proper authority to contact; provide inmate with proper forms upon request with required explanation and samples; answering inmate questions regarding rules. The effect of these decisions allows the inmate to proceed with his request/task/assignment and helps assure the inmate adheres to the rules, procedures and policies of the Department of Corrections and EOCI.

Use of diplomacy, tact and respect to all persons, (staff, contractors, public, and inmates) at all times, is imperative when communicating in person or by telephone, especially when handling emergency calls, angry or distraught visitors/callers.

Occasionally meets public and/or contractors and may be assigned at Reception desk where decisions relative to inmate visitors (especially enforcement of appropriate clothing portion of visiting rule) are made. It is imperative that the individual maintains a neat and professional appearance in compliance with DOC Policy 20.1.6.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position? Supervising Executive Assistant to the Superintendent

Classification Title:	Position No.	How:	How often:	Purpose of Review:
Office Specialist 1	8900109	Direct Supervision	Daily	Compliance/ Performance

Supervising Executive Assistant (6000629) provides supervision and review of work on a daily and/or an as-needed basis – as requested by individuals in this position and as requested by institution administrators and staff. Review is completed by on-site evaluation of procedures, by analysis of completed work assignments and by investigation of alleged complaints received from individuals served by employees in this position. The Supervising Executive Assistant to the Superintendent prepares and reviews annual Performance Appraisal with employee.

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? N/A

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

The Oregon Accountability Model is based on a strong belief about the importance of strengthening staff to inmate and staff to staff modeling, particularly the directing and shaping of pro-social behavior. Staff's job is to move inmates from anti-social to pro-social citizens, and staff's interactions with inmates on a daily basis are, without a doubt, our most powerful tool to reinforce pro-social behavior. Thus, the nature of DOC staff relationships and communications with those we have been charged to keep secure and change are core to the Department of Corrections' success. Since relationships and respect are built through repeated experiences and communication about those experiences, then what staff 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 supports the Oregon Accountability Model through their day-to-day interactions with others.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position: N/A

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

Operating Area	Biennial amount (\$00000.00)	Fund type
N/A	N/A	N/A

