



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
05-13-2010

Agency: Oregon Department of Corrections

Facility: EOCI

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>Office Specialist 2</u>	b. Classification No: <u>C0104</u>
c. Effective Date: <u>05/13/2010</u>	d. Position No: <u>6000646</u>
e. Working Title: <u>OS2 Mail Processing Center</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Correctional Rehabilitation</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: _____
k. Work Location (City – County): <u>Pendleton/Umatilla</u>	
l. Supervisor Name (Optional): <u>Greg Clark</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" 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	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

**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.

Eastern Oregon Correctional Institution, with a design capacity of 1659, serves as secure confinement for adult male felons meeting medium-security classification requirements. Yet routinely manages close custody and minimum security classified inmates. 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 approximately \$49 million, with a full time staff of 426. The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system. 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 available in the form of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs.

The basis of the work in the DOC is a strong belief regarding the importance of staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. The goal is to move inmates from anti-social to pro-social citizens. It is recognized that staff interactions with inmates on a daily basis are the most

powerful tool to reinforce pro-social behavior. The nature of staff relationships and communications with inmates are the core to success. Since relationships and respect are built through repeated experiences and communications about those experiences, 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 support this behavior through their day-to-day interactions with others.

**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 mailroom is a critical area and poses risk of significant liability. Thorough knowledge and understanding of sound principles and practices of correctional security are required in the performance of the following duties:

**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 Security-Plus 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.

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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
60%			Assures all incoming inmate mail is sorted, opened and thoroughly searched for delivery within the 48-hour timeline established by administrative rule. Processes incoming staff mail and inmate newspapers, Magazines and Books within the 4 day time line. Recognizes and confiscates prohibited mail, including but not limited to:
			<ul style="list-style-type: none"> <li data-bbox="649 1774 1453 1837">➤ Security mail watches as requested and SIU/STM mail watches of incoming and outgoing inmate mail;</li> <li data-bbox="649 1858 1453 1881">➤ Weapons or explosives, narcotics or narcotic paraphernalia, intoxicants or</li> </ul>

			<p>medications, escape devices, money, negotiable instruments, un-canceled stamps, stamp collections, electronic items, batteries, foreign substance(s) including body fluids, hair, etc., Polaroid-type photographs with a chemical substance on the back or bottom; and;</p> <ul style="list-style-type: none"> <li>➤ Sexually explicit material - bestiality, violence in a sexual context or sadomasochism, sexual acts involving children, personal photographs in which the subject is nude, displays genitalia or female breasts, or where the photo depicts sexually suggestive acts such as intercourse, sodomy, fellatio, cunnilingus or masturbation, and;</li> <li>➤ Material that threatens or is detrimental to the security, good order or discipline of the facility, criminal activity, instructs in the manufacture, use or conversion of weapons, escape, threats of physical harm, plans for activities in violation; of other Department of Corrections Administrative directives, code, information that creates a clear and present danger of violence and physical harm to a human being, is gang related, is inflammatory or is a credit or deferred billing transaction.</li> </ul> <p>Prepares confiscation notices, mailroom violation notices, and inmate misconduct reports when items are confiscated. Notifies the Assistant Superintendent-Security, the Transitional Services Manager, and/or others when appropriate.</p> <p>Ensures chain of evidence for contraband that is or is suspected to be criminal in nature.</p> <ul style="list-style-type: none"> <li>➤ Watch for Notification of Family Death through the mail – call and forward to religious services or BHS for a more sympathetic notification.</li> <li>➤ Watch for Suicidal information, inmate or family – call and forward to BHS or Counselor.</li> <li>➤ Watch for information on criminal activity out in public and forwards information to appropriate agency</li> <li>➤ Trained and assists in other institution areas to supply coverage in the absence of other staff members throughout the department, while maintaining DOC timelines in the mailroom</li> <li>➤ Responsible for training light duty staff</li> <li>➤ Responsible for generating SSTIR reports on threats that are discovered while processing the mail.</li> <li>➤ Keep forms updated</li> </ul>
10%			<p>Copies confiscated documents and photos for processing and distribution. Copies Administrative Review contents; Maintains records of violations and confiscation according to DOC retention schedule.</p>
20%			<p>Process outgoing mail including institution staff mail and inmate mail – letters and packages. Deals directly with USPS, UPS and FedEx and Carriers. Receives and ships magazines, books and newspapers. Forwards mail to other institutions when inmates are transferred. Processes all classes of mail such as first class, certified and registered mail, and overseas and Customs information; Also processes UPS Packages for staff and inmates. Staff must be knowledgeable on change in postage rates and ensure the proper postage is applied.</p>

10%			Responds to Inmate Communications, Grievances, Grievance Appeals, and public complaints, requests, and questions. Testifies in hearings and Court proceedings. Attend quarterly DOC State Wide Mailroom teleconference.

**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.**

Exposure to adult male felons within an adult correctional institution. Daily exposure to inclement weather conditions during the retrieval and delivery of mail; exposure to body fluids and other materials that may be present in inmate mail. This employee has exposure to public threats, and has one-to-one contact with male inmates, which increases the risk of physical injury, death, or being taken hostage. There is an inherent responsibility to assist in emergencies and may be assigned to any area within the facility.

**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.**

Federal and State Statutes

Department of Corrections Rules and Procedures

U. S. Postal Regulations

Administrative Directions

Multi-State Standards

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

How are these guidelines used to perform the job?

These guidelines are used to explain the work activity to be performed, frequency and performance standard to successfully complete the necessary work.

**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>			
U.S. Postal Service	Telephone/In Person	Mail delivery, problem resolution	Daily
DOC Mail Room Staff	In Person		Daily
Inmate Family Members	Phone/In Person	Regarding rule requirements	Weekly
Inmates	Correspondence/In Person	Mail Inquiries, Delivery of art supplies & Legal mail	Daily
Institution Staff	In Person/Phone	Discuss Mail Services, Training of mail processing	Daily
DOC Staff	Telephone/In person/Written	Requesting information	Daily
UPS	Telephone/In person	Package Delivery	Daily
Parole/Probation/Attorney	Telephone	Request Information	Daily

**SECTION 7. POSITION RELATED DECISION MAKING**

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

Determination of mail received is in compliance with Department of Corrections Rules. Review of items considered contraband for confiscation or return to sender. Incorrect decisions or inappropriate actions can jeopardize institution security with the introduction of dangerous contraband into the facility.

**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>				
Work is reviewed by the Transitional Services Manager, PEMC, Position No. 6000626, through daily personal contact to ensure that all Mail Room operations are met in a timely manner, while working within the requirements of institution and Department of Corrections Rules and Procedures.				

**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:

Must possess knowledge of IMB AS400 computer system, Microsoft Word program and Excel program and work with Outlook/Folders, and Neopost mail processing equipment. Mail Room Personnel must possess good organization skills to efficiently process a large volume of mail on a daily basis. Mailroom staff must have a working knowledge of Gang activity/indicators both prison and street gangs.

**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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
N/A		

**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