

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Hayward Area		DIVISION Golden Gate Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-345-1379-006		CURRENT DATE 04/14/2022		
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY	DATE	

FUNCTION OF POSITION  
Under the general supervision of the Office Services Supervisor I, the Office Assistant (Typing) is responsible for processing and entering arrest reports into the Area Information System (AIS); processing multiple forms, documents, and reports into various databases. Assisting at the front counter, answering incoming telephone calls, and providing general office clerical support for the Hayward Area.

SUPERVISION RECEIVED  
The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor I. However, direction and assignments may also come from the Lieutenant and/or Captain.

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
55%	<ul style="list-style-type: none"> <li>- Process arrest reports. Enter new CHP 202s, Driving Under the Influence Arrest - Investigation Report, and CHP 216s, Arrest Investigation Report, into the AIS system and associated CHP 215s, Notice to Appear, into the Management Information System (MIS).</li> <li>- Update AIS with blood results, DS 367, 21 and Older Officer's Statement, status, and report status.</li> <li>- Process the CHP 735, Incident Response Reimbursement Statement, for Driving Under the Influence (DUI) cost recovery, update the hours used by the officers involved, and receive approval from the Commander prior to forwarding it to California Highway Patrol (CHP) Headquarters.</li> <li>- Update the disposition sheets and file them.</li> <li>- Scan all the reports into the AIS system prior to finalizing the paperwork and preparing them for the Court Officer.</li> </ul>
20%	<ul style="list-style-type: none"> <li>- Process Department of Motor Vehicles (DMV) requests and arrest log requests. Locate and pull the CHP 202s, Driving Under the Influence Arrest - Investigation Report, or CHP 216s, Arrest Investigation Report, for all DMV hearing requests.</li> <li>- Fax reports to DMV for completed reports and track requests that are not complete. Process allied agency requests for background checks.</li> <li>-Generate CHP 248, Response to Accident Report / Photographic Request, forms when necessary for non-retained or unable to locate reports.</li> </ul>
10%	<ul style="list-style-type: none"> <li>-Process photograph requests. Process and log photo compact discs (CD), and process all requests for copies of photo CDs from insurance agencies, lawyers, and public dissemination when released from evidence.</li> <li>- Forward out of area reports to respective areas. Return requests/checks for reports for allied agencies.</li> <li>- Prepare mailing for all photographs purchased.</li> </ul>
5%	<ul style="list-style-type: none"> <li>-Enter all monies received onto the CHP 230, Transmittal Record. Balance and process weekly.</li> <li>-Enter travel claims into CalATERS Global website and maintains files.</li> </ul>

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**Non-Essential Functions**

5% Back-up to CHP 215 Clerk, entering tickets in database and processing accident report requests.

5% Other job related duties within the scope of the classification.

**TOTAL** 100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE