

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT West Los Angeles Area - 565		DIVISION Southern			
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-565-1379-023		CURRENT DATE 08/18/2022			
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 II (General), the Office Assistant (Typing) is responsible for duties listed below and provide general office clerical support for the West Los Angeles Area office.

SUPERVISION RECEIVED
The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor II (General). However, direction and assignments may also come from the Lieutenants.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
55%	Enter and process CHP 215 forms, which includes proofreading for errors, separating tickets and distributing ticket copies to the court or district attorney, entering citation data, and reconciling the Daily Transaction Report. Initiate, process and submit the CHP 411, Notice of Correction and Proof of Service forms to make corrections to citation information. Maintain the CHP 215 log issued to the Area; compile file copies of the CHP 215 forms into books of 25, sign off on the 215A forms, reconcile the citation books, and file. Enter the CHP 215 forms into Statewide Automated Citation System (SACS) following procedures outlined in the HPM. Process and document citation data into the SACS for each citation. Assist the public with questions concerning lost citations and provide them, when possible, with certified copies of the citation. Assist the courts with questions concerning any citation, whether it is a paper citation or an automated citation. Sort and file all paper citations, along with Notice of Corrections. Record assignment of CHP 215A, Notice to Appear in the the Citation log book. File completed books in archives as required by retention guidelines. Process all citations returned by the Post Office. Process voided citations through the area Commander following established procedures. obtain CHP 202 and CHP 216, Arrest and Investigation Report, from court officers for data entry into SACS. Purge expired 215's and corresponding files per the retention period. Respond to telephone inquiries pertinent to assigned duties. Process court complaints for citations being issued out of an accident and forward necessary documents and reports to the Court Officer for filing with the District Attorney's office. Prepare and mail certificate of mailing letters on complaints to be filed.
20%	Assist customers with citation information, answer incoming telephone calls, assist at the front counter as needed. To include but not limited to answering general questions and providing report status. perform sales of traffic reports, arrest logs, photographs, and publications. Ensure items sold are only released to a proper party of interest as outlined in HPM 11.1 , Chapter 4 and GO 110.2.
15%	File and maintain Notice of Collection/Proof of Service; CHP 411, Notice to Defendant/Proof of Service; CHP 239, and destroy once they meet retention period. Attach CHP 411 or CHP 239 copy to citation, send a copy to court and mail a copy to defendant.

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5% Monitor inventory of the CHP 215s and place request to Office Technician to order for quarterly from Supply Services. Inventory and refill the locked cabinet of CHP 215s for use by Area personnel.

Non-Essential Functions

5% Performs other job related duties as required 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