

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT East Sacramento (260)		DIVISION Valley Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-260-1379-004	CURRENT DATE 02/13/2026			
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 (typing) of the East Sacramento Area clerical section, the Office Assistant (Typing) is responsible for performing as the Area's non-uniformed general office clerical support for the East Sacramento Area.

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

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS  
A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
25%	Accident reports: Enter all accident reports into the computer, copy and distribute reports to allied agencies. Process incoming mail requests for accident reports, copy and mail requests ready to be processed. Arrest reports: Process all Driving under the Influence Arrest Investigation Reports (CHP 202) and Arrest Investigation Reports (CHP 216). DUI Cost Recovery Program (Incident Response Reimbursement Statements); add toxicology results to pending Incident Response Reimbursement Statement and log them weekly on the Area tracking log, provide copies to outside agencies. Process the Vehicle Report's and separate by towed/stored, stolen and recovered vehicles, obtain DMV information for all completed Vehicle Reports and match printouts, mail notices to owners, contact owners of recovered vehicle by mail, reconcile errors on the Vehicle Reports, complete required Clerts Electronic Record Tracking (CERT) entries, provide information to the public, maintain stolen logs utilizing the Clerts Electronic Record Tracking program. Maintain the recovery logs utilizing the excel spreadsheet.
25%	Citations: All citations are entered into the Statewide Automated Citation System Web System (SACS). Maintain all required logs, review citations for accuracy, return any incorrect citations to the officer's assigned supervisor for completion of The Notice of Correction and Proof of Service (CHP 411), check printouts for accuracy and send with citations, with the mandated retention period of six months.
15%	National Incident Based Reporting System (NIBRS): Enter all CHP 180's (stolen vehicles) and CHP 202/216s (arrest reports) into the National Incident Based Reporting System (NIBRS) on a daily basis. Submit the NIBRS report no later than the fifth (5th) business day of the beginning of each month. Submit the Vehicle Theft Report to Valley division no later than the fifth (5th) business day of the beginning of each month.
15%	Phones: Answer all incoming phone calls to the Area. Provide customer service as needed at the front desk.
10%	Subpoenas: Receive and distribute all subpoenas for the Area. Notify personnel of continuances, and court cancellations. Maintain a subpoena log.

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5%	Discovery Requests: Distribute discovery requests to staff to pull the information. Upon receipt of the documents and discs requested, process a receipt and mail the request within the ten (10) day time frame.
5%	Provide backup for the Office Services Supervisor I (typing), as needed.
5%	<p><b><u>Non-Essential Functions</u></b></p> <p>Perform other job-related duties within the scope of the classification, as assigned.</p>
<b>TOTAL</b>	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