



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Office Technician (Typing)	549-554-1139-006
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Oceano Dunes District	Public Safety Technician	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Public Safety	Oceano Dunes Ranger Station	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Park Superintendent III
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the supervision of the State Park Superintendent III (SPS III). The reporting location for this position is at the Oceano Dunes District Ranger Station at 928 Pacific Boulevard, Oceano, CA, 93445. Provides administrative and clerical support by assisting in the review and processing of reports, forms and files associated with the management, tracking, processing, retention, and reporting of the Public Safety Records program. Additional responsibilities include: supports SPS III with county court report submissions and requests using county court policies and procedures; attending court working groups to maintaining knowledge of requirements; provide training to staff; maintain compliance and successful prosecution of submitted cases; manage and maintain confidential District public safety database; collect, organize, report, meet, and comply with Dept. Of Justice (DOJ) reporting program and procedures; interact with and process public requests and transactions. Contact with District staff, outside public agencies and the general public is moderate and typically conducted by way of phone, email, mail, or in person.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	RECORDS MANAGEMENT AND FILE MAINTENANCE In an accordance with California law, California rules and regulations, state and department policies will maintain and organize physical and electronic confidential records in accordance with established procedures; file, track, and retrieve records such as vehicle reports, driver license suspension/revocation, impound and storage hearing, and related documentation; process and forward required documents to appropriate agencies (e.g., DMV) following established guidelines; assist in maintaining data required for DOJ California Incident-Based Reporting System (CIBRS) compliance. Maintain and update records within district recordkeeping systems, including Records Management and Evidence Management systems.	

25%	<p>CLERICAL PROCESSING AND DOCUMENT HANDLING</p> <p>Process and handle confidential information in an accordance with California law, California rules and regulations, state and department policies will facilitate requests for criminal filings with the District Attorney’s Office; communicate with courts and send, or transport, court paperwork to the proper locations; process, route and track subpoenas from the various agencies or locations to be transmitted to the proper law enforcement staff; maintain records for absentee parking citation program; attend professional work group meetings to maintain current knowledge of reporting requirements and provide department updates to management; respond to routine public inquiries and refer complex issues to management; enter, verify, and modify data using various software programs and internal data systems; document preparation for management review, as directed and as it relates to the Public Safety program. Drive to the Oceano Dunes district office, other district locations, county courts, post office, or other related areas to pick up paychecks, deliver mail, deliver documents, or run other clerical errands.</p>
25%	<p>DATA ENTRY AND REPORTING SUPPORT</p> <p>Prepare citations with the basic standard information for law enforcement staff usage. Gather and compile visitor services program information for supervisor review. Enter data into proprietary software programs to gather information and report routine program information to the outside agencies, as required. Compile and organize information for routine reports and tracking purposes, as directed. Assist with basic handling and organization of evidentiary audio and video recording.</p>
15%	<p>ADMINISTRATION</p> <p>Respond to public inquiries for public records requests. Process public transactions related to law enforcement records. Mail and document handling as needed. Ordering and maintaining forms, supplies and equipment as directed. Assist with fuel card usage reporting, and occasionally minor procurement processes.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
<p>Work environment is an office setting, using computer, telephone, and other business equipment. Operate state vehicles. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation. Hand dexterity to use telephone, keyboard and calculators are common requirements. Move about, stand, reach, stoop or bend. Use fine motor skills for computer or office machine use. Lift supply boxes up to 10 lbs. and move heavier supplies using a hand cart. Requires reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. May involve some exposure to aggressive visitors.</p>	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Must possess a valid Class ‘C’ driver’s license and maintain a good driving record. Must be able to pass a criminal background check.	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE