

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of Criminal Investigations / CCIU		DIVISION Office of Assistant Commissioner			
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-008-1139-002		CURRENT DATE 05/05/2026			
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 supervision of the Lieutenant, the Office Technician (Typing) is responsible for the staff support services for a Lieutenant, two Sergeants, 18 investigative officers, and other staff for the Computer Crimes Investigation Unit (CCIU).

SUPERVISION RECEIVED  
The Office Technician (Typing) reports directly to and receives the majority of their assignments from the CCIU Lieutenant. However, direction and assignments may also come from the Sergeants, Information Technology Specialist II, or Information Technology Specialist.

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS  
Under the supervision of the computer Crime Investigation Unit (CCIU) Lieutenant, the Office Technician (OT) will provide staff support services for a Lieutenant, two Sergeants, 18 Investigators and other staff of the CCIU. The incumbent is expected to apply a high degree of initiative and independence in performing assigned tasks.

SPECIAL PERSONAL CHARACTERISTICS  
The ability to work independently with minimal supervision and accept direction; strong, well-developed verbal and written communication skills; a desire and ability to work in a fast-paced technical environment that requires flexibility and initiative; a thorough knowledge of Department policy, procedures, and best practices; excellent interpersonal skills; ability to provide outstanding customer service; good attendance, punctuality, dependability and team-oriented.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
40%	Drafts and prepares a variety of documents and correspondence for CCIU staff including memorandums, letters and meeting minutes and unit-specific forms (e.g., route slips, emergency call out cards, etc.), which may involve technical and confidential subject matter. Reviews, edits and prepares staff work, as directed. Assists with the preparation of monthly, quarterly and annual reports, and other recurring reports. Assists with receiving and processing incoming evidence and establish cases within the CCIU case management system.
13%	Prepares requests for travel and training for CCIU staff and submits requests to Office of Criminal Investigations (OCI). Register staff for training and prepare requests for payment to be routed to the Fiscal Management Section. Make travel reservations. Prepare documentation and enter requests for travel advances and travel expense claims to CalATERS.
12%	Reviews and processes timekeeping documents. Assists officers with handling of return for correction and rejected CHP 415, Daily Field Record. Tracks pay period/ and Fair Labor Standards Act work period dates and takes appropriate action to process the CHP 415 records prior to pay period cut-off. Makes manual corrections after cutoff, including later reported CHP 415 and reconcile discrepancies. Assists CCIU staff with personnel transaction requests (e.g., changing benefits and addresses) and routes related documents accordingly. Ensures documents are forwarded timely to Human Resources Section.
10%	Prioritizes, processes and distributes all incoming mail and staff work to the appropriate CCIU staff. Updates the Project Tracking Log as appropriate. Obtains and attaches background material as necessary. Processes out-going mail, routing it appropriately.
10%	Coordinates the Lieutenant's and Sergeant's appointment calendar. Schedule meetings for CCIU Lieutenant and Sergeant, coordinating with other departmental staff and outside parties (e.g., allied agencies, vendors, stakeholders). Prepares agendas and reserves meeting rooms. coordinates, updates, and distributes CCIU staff vacation schedules.
10%	Answers and screens a wire variety of telephone calls; routes and transfers calls to appropriate party or office. Records messages and relays them to appropriate party. Establishes, secures and maintains all CCIU paper files, including

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confidential files.

**Non-Essential Functions**

5%

Performs other job-related duties within the scope of the classification, as assigned.

**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