

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Redding Area 135		DIVISION Northern			
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-135-1379-013		CURRENT DATE 01/13/2026			
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 (OSSSI), the Office Assistant (Typing) is responsible for performing a wide variety of clerical duties to include: Processing CHP 215s and CHP 281s. Processing subpoenas and Trial by Declarations. Entering arrest reports into the National Incident-Based Reporting System, (NIBRS). Processing discovery requests. Processing CHP 180 Vehicle Reports and Public Records Act clerk, receptionist, timekeeper and general support for the Redding Area Clerical Unit. The work is generally reviewed, yet requires a high degree of initiative, independence, detail and sensitive public contact, and a cooperative attitude toward and a good understanding of various local government agencies.

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 Captain, Lieutenant and/or Sergeants.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Fast paced, climate controlled clerical office with consistent face-to-face and telephonic contact with the public and uniformed law enforcement officers. Assigned work space in public view, close proximity to special duty officers and Area administration.

SPECIAL PERSONAL CHARACTERISTICS
A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
40%	Process CHP 215s Notice to Appear, enter violation information into the Statewide Automated Citation System (SACS), Process CHP 411 Notice to Correct, and CHP 239 Owners Responsibility form to courts and maintain filing system, Send duplicate copies to violators, Process CHP 281s Notice to Correct Violation. Maintain files for easy reference and purge according to departmental policy. Process discovery requests within policy guidelines. Process all incoming criminal and civil subpoenas for Area personnel. Enter subpoena information into Area database and forward to appropriate shift supervisor for service. Check court daily and advise personnel if appearances are canceled or continued. Process Trial by Declarations and send them to court within policy guidelines. Process and download CHP 90 Report of Court Appearance and CHP 735 Incidence Response Reimbursement, then upload into Billing Depot. Enter arrest reports into the National Incident-Based Reporting System, (NIBRS).
25%	Process CHP 180 Vehicle Report for impounded, stolen and recovered vehicles in the National Incident-Based Reporting System, (NIBRS) and in the Area's 180 database. Review CHP 180s and Stolen Vehicle System entries for accuracy. Send CHP 180 notice to victims on recovered and towed vehicles. Compile Redding Area's Auto Theft Report CHP 136 for submission to the analyst at Northern Division monthly. Complete outstanding stolen vehicles in the Criminal Justice Information System (CJIS). Pull outstanding stolen plates from stolen files, make a copy and file by the year. Prepare new file folders at years end for the next year. Package and move oldest files to storage at years end. Ensure all uniformed CHP 415 activity records are entered into the Automated Timekeeping System (ATS) by the end of the pay period and Fair Labor Standards Act (FLSA) cutoff. Review ATS and Dashboard entries for accuracy. Process monthly overtime reports (COZEEP, MAZEEP, Special Project, Reimbursable and Non-Reimbursable Overtime, for example). Order supplies using the state issued Procurement Card (PCARD). Requisition equipment using the FISCAL program and Prepare the Quarterly Supply Order. Process Invoices and reconcile the PCARD monthly.
15%	Accept and fill Public Records Act (PRA) Requests, and process in a timely manner. Maintain the Public Records Act binder and log and send PRA log to Northern Division quarterly. Process insurance and private party traffic collision

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	requests weekly. Process collision reports for Caltrans and Shasta County Roads. File and maintain digital media. Input traffic complaints. Maintain Copier Log.
15%	RECEPTIONIST: Answer incoming telephone calls and provide general support to the public; route calls to appropriate personnel or their voice mail, and take messages as necessary; assist visitors at the front counter and provide information or refer them to the appropriate person; sell collision reports, arrest reports, public record act information according to established policy; issue counter receipts. Assist with other clerical tasks including: printing, copying, scanning and/or faxing materials as requested. Arrange for overnight package deliveries as requested. Process incoming mail; sort, weigh, stamp and bundle outgoing mail. Transmittal of funds to headquarters every other week. Restock mail room supplies.
	<u>Non-Essential Functions</u>
5%	Perform other job-related duties as assigned/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
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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
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