

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Visalia Area (480)		DIVISION Central		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-480-1379-002		CURRENT DATE 05/15/2026		
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 direct supervision of the Office Services Supervisor I (OSS I), the Office Assistant (Typing) is responsible for maintains a variety of reports, and subpoenas for the Visalia Area office.

SUPERVISION RECEIVED  
The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the OSS I. However, direction and assignments may also come from the Sergeants, Lieutenant or Captain of the Area .

SUPERVISION EXERCISED  
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS  
A demonstrated interest in assuming increasing responsibility. Must be able to maintain an excellent rapport with other allied agencies, courts, District Attorneys, and the general public. Common sense and the ability to maintain an excellent rapport with officers and other staff members. Being a team player is imperative. Attendance is critical to the completion of duties.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
50%	Processes, prepares and maintains of all arrest reports including CHP 202, Driving Under the Influence Arrest - Investigation Report, and CHP 216, Arrest Investigation Report, once signed off by a supervisor. Communicates with Dispatch for case numbers and then enter into AIS (Automated Information System), assigns Area report numbers, runs Drivers Licenses, attaches collision reports or allied agency reports and uploads reports to the District Attorney eProsecutor program and provides photocopies to allied agencies upon request. Ensures that all documents are completed prior to distribution. Prepares and processes reports for the Department of Motor Vehicles (DMV); assists and handles toxicology reports. Assists the Area's Court Officer with data entry into the computer programs pertaining to arrests.
30%	Receives, logs, routes and provides information for all Criminal, Civil, Traffic, DMV Hearings and Trial by Declaration subpoenas. Provides timely service of subpoenas, and notifications of court appearance cancellations or continuances, by phone or correspondence. Receives properly served civil subpoenas, processes fees and tracks court dates and CHP 90, Report of Court Appearance-Civil Action. Provides copies of filed reports for officers. Logs and maintains court cancellations, continuances, confirmations and vacation requests. Ensures officers are notified of cancellations and continuances in a timely manner to minimize short notice payments and other associated overtime requests.
10%	Assists other clerical personnel with telephones and front counter interactions. Processes and records all public records requests per mandated policy. Maintains all public records requests on CHP 370C, Public Records Act Request. Provides back up for the CHP 555, Traffic Crash Report. Creates, maintains, and purges Area files according to the File Retention Schedule, per policy.
5%	Processes, scans and uploads CHP 735, Incident Response Reimbursement Statement, into DocDepot to be processed.
	<b>Non-Essential Functions</b>

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5%	Performs other job-related duties within the scope of the classification, as assigned.
<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
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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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