

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Academy Operations Section/Clerical Services Unit		DIVISION Departmental Training Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	INTERMITTENT HOURS PER MONTH Full-Time
POSITION NUMBER 388-093-1139-005		CURRENT DATE 09/08/2025		
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 II (General), the Office Technician (Typing) is responsible for a variety of complex clerical duties in support of the Academy for the Clerical Services Unit.

SUPERVISION RECEIVED
The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor II (General). However, direction and assignments may also come from the Staff Services Manager II, and Staff Services Manager III.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
May work outdoors for brief intervals for Academy events approximately 5% of the time.

SPECIAL PERSONAL CHARACTERISTICS
A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
50%	Create and/or prepare draft and final versions of various correspondence and documents according to departmental policies and procedures. Utilize knowledge of departmental policies and procedures to review, edit, and/or format the written work of others, including memorandums, letters, Communication Network messages, and reports for the Academy. Open, route, and close Academy projects using the departmental project tracking log; organize and file project tracking log sheets; and file completed project documents by subject into the command's electronic subject files and the hard copies into the central files. When requested, assist managers or supervisors with editing, formatting, and submitting hiring packages. Prepare various forms, documents, the weekly Departmental Training Division (DTD) Project Status Report, the weekly Academy Project Status Report, the monthly Academy Telephone and Address Roster, and the quarterly DTD Alert Roster.
15%	Organize and maintain the command's central files, bill analyses, and the Academy suspended projects. Periodically purge records and prepare records for confidential destruction according to the Records Retention Schedule specifications. Answer a variety of inquiries, which may include referencing departmental manuals, desk manuals, policies and/or reaching out to subject matter experts and Offices of Primary Interest.
15%	Create, edit, obtain approval, and distribute the Academy orientation binder for incoming uniformed and nonuniform staff, ensuring Academy supervisors and managers are provided a copy for new employees. Process, enter, and file CHP 215, Citation/Correction Notice, and forms for Academy personnel.
10%	Provide coverage for the front receptionist position on a rotational basis. During absences, ensure coverage for subpoenas, including the acceptance of civil subpoenas at the Academy Receptionist desk. On a monthly rotational basis provide coverage for lunch ticket sales, and when necessary distribute the monthly schedule. Provide back-up coverage for positions within the Clerical Services Unit. This includes assisting with assignment and/or tasks pertaining to the the Cadet Program, Operations Program, and the Accounting Coordinator.
5%	Assist in maintaining the Fleet Card Binder, which includes notifying employees who are tasked with driving departmental vehicles to review and submit completed CHP 156, Fleet Card User Agreement, forms and log, process, and file the completed forms.

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Non-Essential Functions

5% Perform other 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