

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT San Bernardino 860		DIVISION Inland		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-860-1379-012		CURRENT DATE 07/02/2026		
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ 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, the Office Assistant (Typing) is responsible for and submitting of CHP 415, Daily Field Record, for all uniform employees within the Area and for the duties that are performed in an office setting.

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 Lieutenant or Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Monday - Friday

8/40 8 to 5 Standard Work Week or

9/80 7 to 5 Alternate Work Week

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

55%

Daily processing and data entry of CHP 415D's, Submission Log, for all uniform employees within the Department. Reviews documents for accuracy for final Attendance Report. Processes STD 634, Absence and Additional Time Worked Report, forms and submits them to the Human Resources Section.

40%

Processes Division Monthly Overtime Report and submit to Division in the required time frame. Maintains Program 10 Reports, personnel leave balance reports, and regular overtime reports. Answers telephones and assist with counter traffic. Provides back-up duties and processes CHP 202, Driving Under the Influence Arrest - Investigation Report, and CHP 216, Arrest Investigation Report, for the Arrest Desk.

Non-Essential Functions

5%

Performs 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
Mireyah Vandebush		