

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Yuba-Sutter Area		DIVISION Valley Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-285-1379-005		CURRENT DATE 07/15/2026		
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 (Typing), the Office Assistant (Typing) is responsible for performing the duties of subpoena clerk, and provides general clerical support for the Yuba-Sutter area office.

SUPERVISION RECEIVED

The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the OSSI (Typing). However, direction and assignments may also come from the area sergeants and commander.

SUPERVISION EXERCISED

N/A

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
40%	Subpoena Clerk: Process subpoenas for Area: receive subpoenas by mail, at front counter and via court officer. Keep schedule of all received subpoenas. Notify all officers when a subpoena is received. Keep copies to track all court dates. Handle incoming checks for civil case subpoenas and write a Counter Receipt for party. Give officers correct CHP forms to complete for civil cases. Submit subpoena reset requests for officers that need a court date rescheduled and update court calendar. Notify officers of canceled or rescheduled subpoena dates. Retain subpoenas for twelve months, purge old subpoenas on a rotating basis.
40%	Court Clerk: Prepare arrest report packages (CHP 202 and 216, Arrest and Investigation Report). Alphabetize and match reports against license printouts. Copy and assemble reports for submission to the local courts and District Attorney's offices. Maintain complete file of felony and misdemeanor cases, and Blood / Drug DOJ Results. Compile information necessary for courts (DMV status and record, accident reports, criminal history, etc.). Prepare DMV documentation (DS-367, Admin PerSe) on a daily basis. Process and data entry of infraction, misdemeanor and felony traffic citations into the Management Information (MIS) System; log arrest reports into the Area Information System (AIS). Update and maintain arrest log. Answer telephone calls and mail inquiries relating to arrests.
15%	Maintain front office file system. Purge various office reports per the retention schedule.
	<u>Non-Essential Functions</u>
5%	Other duties assigned as needed within the scope of work.
TOTAL	100%

DUTY STATEMENT

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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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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