

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

PROPOSED

COMMAND/ORGANIZATIONAL UNIT Central Division / Special Services Command		DIVISION Central Division / 401		
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-401-1139-961		CURRENT DATE 07/08/2026		
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 direction of the Lieutenant, the Office Technician (Typing) is responsible for providing technical clerical support for the Units within the Special Services Command.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Lieutenant. However, direction and assignments may also come from the Special Services Command Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

N/A

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
35%	Ensures all CHP 415, Daily Field Record, for uniformed personnel, are entered into the Activity Tracking System (ATS) within the pay period and Fair Labor Standards Act (FLSA) cut-off dates by verifying the employee's attendance screens and reviewing the Dates Missing Reports. Processes late and corrected CHP 415s and routes to Human Resources Section (HRS). Reviews and routes the Work Period Overtime Reconciliation Report to the appropriate staff.
20%	Drafts, finalizes, and processes letters, memorandums, and correspondence, internally and externally. Serves as the resource person and answers, directs, and responds to public or internal inquiries, in verbal or written form, regarding the Commercial, Safety and Farm Labor Vehicle Education, El Protector, Recruitment, and Background Investigation programs. Processes incoming mail and distributes to appropriate staff; prepares outgoing mail and United Parcel Service shipments.
15%	Maintains general, administrative, and personnel files; purges documents as required per the Department's records retention schedule. Serves as the health benefits coordinator by completing required documents for changes/additions/deletions to health, dental, and vision benefits; submits documents to Human Resources Section (HRS) within established time frames. Processes original, completed performance evaluations to Personnel Files Services, and distributes copies in accordance with departmental policy. Processes CHP 121E, Individual Accident, Injury and Safety Recognition, through channels in accordance with departmental policy.
10%	Receives properly served subpoenas and updates the subpoena log. Ensures the CHP 90, Report of Court Appearance-Civil Action, includes all required documentation, is completed thoroughly and accurately, and is submitted to Fiscal Management Section (FMS) within the established time frames. Coordinates and tracks subpoenas by utilizing a computer database; provides notice of court cancellations. Processes and tracks Travel Expense Claims for personnel by ensuring forms are signed, copied, and forwarded in a timely manner to FMS. Logs all travel claims and travel advances on travel log, and tracks expense checks received or monies due. Maintains copies in Area files.

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Office Technician (Typing)

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10%	Processes CHP 180, Vehicle Storage Report, including providing timely notification to registered and legal owners by mail. Performs second party check utilizing CLETS Electronic Record Tracking system on all vehicles stored, stolen, or private party towed. Maintains Area CHP 180 electronic log by entering date of storage, stolen or recovered vehicle report; year, make, and model of vehicle; officer's name, tow company utilized, and storage authority. Files and purges CHP 180s according to record retention schedule. Processes original CHP 202, Driving Under the Influence Arrest-Investigation Report; CHP 216, Arrest Investigation Report; and CHP 555, Traffic Collision Report, forms and routes to Fresno Area for action.
5%	Prepares the CHP 41, Supply Requisition, to obtain supplies maintained by Supply Services Unit (SSU). Purchases office supplies utilizing the Department's Procurement Card (P-Card) Program, including obtaining bids through certified small business vendors. Maintains, organizes, and stores supply inventory. Maintains the receipts/invoices from supply purchases; completes the CHP 317, Procurement Card Log, after each purchase; and reconciles the bank statement with the CHP 317 and supplier receipts/invoices. Compiles the CHP 317 and all required documents and routes through channels for approval in accordance with established departmental policy. Utilizes the Financial Information System for California (FI\$Cal) to requisition items not meeting P-Card requirements.
	<u>Non-Essential Functions</u>
5%	Performs other job-related 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
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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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