

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Blythe Area		DIVISION Border Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Services Supervisor I (Typing)		BARGAINING UNIT S04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-660-1148-001		CURRENT DATE 07/30/2026			
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 Area Commander, the Office Services Supervisor I (Typing) is responsible for the supervision of the Office Assistant (Typing) and maintaining the efficient operations of other administrative functions for the Blythe Area command.

SUPERVISION RECEIVED
The Office Services Supervisor I (Typing) reports directly to and receives the majority of their assignments from the Area Commander.

SUPERVISION EXERCISED
The Office Services Supervisor I (Typing) provides general supervision to one Office Assistant (Typing).

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
35%	Directs and supervises the Office Assistant (Typing) (OA-T). Reviews workload, organizes and delegates duties for OA-T. Trains new clerical personnel in duties and responsibilities for the assigned position. Reviews completed work for OA-T and other Area staff to ensure accuracy, format, spelling, completeness and neatness. Trains other personnel as needed in the operation of specialized office equipment such as the Management Information System. Monitors and schedules work hours for the OA-T. Prepares probationary and annual performance evaluations, progressive discipline, and first line mitigation of grievances. Participates in the interview, selection, and hiring process of new employees. Coordinates the non-uniformed hiring process by preparing the CHP 127, Request for Position Action, and CHP 128, Request for Personnel Action, packages. Attend job-related training and office supervisor meetings. Process employee health and dental benefit forms and travel claims.
25%	Serves as timekeeper for the uniformed and non-uniformed employees. Reconciles Fair Labor Standards Act (FLSA), pay period, and monthly overtime reports. Reconciles monthly reimbursable overtime; ensures necessary corrections are completed and the reports are signed by the Commander and sent through channels. Monitors Activity Tracking System program for timely submission of CHP 415, Daily Field Records, from officers and sergeants. Ensures all CHP 415s are submitted before FLSA and pay period cutoff dates. Manually processes late and corrected CHP 415's to Human Resources Section (HRS) - Personnel Transactions Unit. Reviews CHP 71, Attendance Reports, for accuracy and obtain required signatures. Maintains file copies and route originals to HRS. Maintains Area personnel and medical folders.
15%	Performs miscellaneous business office tasks and/or related to confidential matters as required. Types miscellaneous memorandums and correspondence. Processes personnel complaints and punitive action investigation reports (logging, assigning log numbers, typing reports and memorandums to appropriate recipients, obtaining signatures, and assembling for distribution and mailing). Performs secretarial duties for Area Commander as required. Maintains Area Commander's daily, weekly and yearly suspense system. Maintains correspondence file copies, incoming/outgoing. Serves as Area P-Card and X-Number Coordinator. Responsible for ordering supplies quarterly and maintaining adequate stock levels. Completes and process forms such as CHP 41, Supply Requisition; CHP 43, Purchase Requisition; CHP 317, Procurement Card Log; and CHP 78X, X Number Service Order

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10%	Maintains general files ensuring that material is filed correctly in proper files, prepares new file folders, and purging of files including CHP 415, Daily Field Record; CHP 90, Report of Court Appearance - Civil Action; CHP 121, Employer's Report of Occupational Injury or Illness; CHP 240, Complaint Control Log; CHP 268, Potential Civil Litigation Report; STD 270, Vehicle Accident Report; CHP 102, Address and Emergency Information; CHP 2, Commendable or Censurable; CHP 220N, Transfer Request - Uniformed/Nonuniformed; CHP 118, Performance Appraisal for Officer/Permanent Nonuniformed Employee; CHP 187A, Allied Agency Pursuit Reports; etc. Completes and processes all of the above forms and documents as required and ensures distribution to appropriate recipients.
10%	Maintains current personnel roster and forwards personnel files of employees transferring, retiring, or separating to the appropriate personnel. Maintains daily, weekly, monthly, and annual suspense system; prepare statistics and reports as required. Prepares Annual Paperwork Report. Completes Quarterly and Annual Citizen's Complaint Report. Checks cash balances daily for Petty Cash Fund. Review completed CHP 230, Transmittal Record.
	<u>Non-Essential Functions</u>
5%	Performs other job-related duties as assigned 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