

## DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

|                                                                                                                     |  |                                                                                                 |                     |                                                           |                              |
|---------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------|------------------------------|
| COMMAND/ORGANIZATIONAL UNIT<br>El Cajon Area/680                                                                    |  | DIVISION<br>Border Division                                                                     |                     |                                                           |                              |
| CIVIL SERVICE CLASSIFICATION TITLE<br>Office Assistant (Typing)                                                     |  | BARGAINING UNIT<br>R04                                                                          | TENURE<br>Permanent | TIME BASE<br>Part-Time                                    | INTERMITTENT HOURS PER MONTH |
| POSITION NUMBER<br>388-680-1379-015                                                                                 |  | CURRENT DATE<br>07/30/2026                                                                      |                     |                                                           |                              |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  | CONFIDENTIAL DESIGNATION<br><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 Assistant (Typing) is responsible for the Area's CHP 215, Notice to Appear, citation clerk within the clerical unit for the El Cajon Area office.

### SUPERVISION RECEIVED

The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor II (General).

### SUPERVISION EXERCISED

N/A

### WORKING CONDITIONS

The part-time shift will be in the afternoons from 1pm - 5pm.

### SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility. Has a demonstrated interest in providing customer service to the general public.

| PERCENTAGE OF TIME PERFORMING DUTIES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | <b><u>Essential Functions</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 50%                                  | Performs all duties related to the Area's enforcement documents, which include processing and reviewing information for accuracy of, CHP 215, Notice to Appear, citations for court filing. Enters all CHP 215 information into the Statewide Automated Citation System web database on a daily basis. Files citations in Area files and maintain according to departmental retention schedule. Processes CHP 411, Notice to Correct and Proof of Service forms. |
| 25%                                  | Processes, CHP 239, Notice to Defendant/Proof of Service, and CHP 281, Notice to Correct forms. Maintains and enters the CHP 215A, Assignment of Notice to Appear in department's Excel spreadsheet log. Ensures an adequate supply of CHP 215s are ordered and maintained in the storage locker.                                                                                                                                                                |
| 15%                                  | Maintains, files, and sends out typed correspondence through mail for Parental Notification and Juvenile letters. Assists with answering incoming telephone calls and routes to correct Area personnel and takes messages, when needed.                                                                                                                                                                                                                          |
| 5%                                   | Serves as the back-up to Area's, CHP 180, Vehicle Report, clerk. Assists when needed in processing/data entry of stored, impounded, recovered, and release of vehicles forms. Assist other clerical staff as needed, with other desk duties within the Area's office.                                                                                                                                                                                            |
|                                      | <b><u>Non-Essential Functions</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5%                                   | Performs other job-related duties within the scope of the classification, as assigned.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>TOTAL</b>                         | 100%                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                       |                      |      |
|-----------------------|----------------------|------|
| PRINT EMPLOYEE'S NAME | EMPLOYEE'S SIGNATURE | DATE |
|-----------------------|----------------------|------|

|                         |                        |      |
|-------------------------|------------------------|------|
| PRINT SUPERVISOR'S NAME | SUPERVISOR'S SIGNATURE | DATE |
|-------------------------|------------------------|------|