

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Border Division (601) - Investigative Services Unit		DIVISION Border		
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)	BARGAINING UNIT 04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-601-1139-009		CURRENT DATE 07/31/2026		
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 direction of the Sergeant, the Office Technician (Typing) is responsible for the general support to the Captain, Lieutenant, and Sergeant for the Investigative Services Unit (ISU).

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Sergeant. However, direction and assignments may also come from the the ISU Captain and/or Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

- | | |
|-----|---|
| 55% | Obtains case information from investigators to type monthly activity “highlights” report to Field Support Section (FSS) on a biannual basis. Creates and maintains Excel spreadsheets and Access databases to capture and track various activity and information. Enters data from investigations and CHP 180, Vehicle Report, forms into database and Arrest Investigative System before filing. Maintains Felony log, criminal history Log, and ensure copies of all reports for each log number are filed. Conducts annual equipment inventory for Border Division ISU. Monitors equipment security and responsible for loaning out/receiving returned equipment. Updates database when additional equipment is received or surveyed. Prepares credit memos and arrange to ship equipment to Sacramento. Monitors equipment and vehicle exchanges among ISU personnel. Composes and types final cover memo for inventory report. Determines annual equipment needs and perform research on vendor/product for the FSS equipment budget. Monitors budget expenditures to ensure the monetary limit is not exceeded. Oversees future equipment replacement and unit expansion. Prepares Division budgets for two ISU facilities (Border and Katella Facility). Compiles and types final budget requests. |
| 30% | Tracks and processes of contracts, invoices, Memorandum of Understanding and Standard Operating Procedures for various operations and/or task forces (i.e. Regional Auto Theft Task Force , Orange County Auto Theft Task Force, Foreign Export and Recovery, Cargo Theft Interdiction Program, Staff Services Program and Program 30/Vehicle Theft). Acts as the Division's Coordinator for the program and handles all requests for pin presentations. Schedules and coordinates presentations of all division Areas and allied agencies in San Diego, Orange, Riverside and Imperial Counties. Coordinates with Auto Club, Area Commanders, Assistant Chief and/or Lieutenant for presentations. Maintains and updates computer database and record files. Maintains supplies for 10851 - Stolen Vehicle award pins and the certificates for the Auto Club. Prepares biannual activity report for FSS from database. |
| 10% | Prepares and post vacation schedules, answer phones, obtain and maintain undercover identifications and vehicle registrations for all investigators. Processes incoming/outgoing mail. Composes, edits and processes correspondence. Responsible for general filing and annual purging according to departmental policy. Makes travel arrangements for ISU personnel, processes and reconciles travel claims and request travel advances. |

DUTY STATEMENT

Office Technician (Typing)

CHP 129 (Rev. 5-19) OPI 052

388-601-1139-009

	<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

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