

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT 345 - Hayward Area		DIVISION Golden Gate Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-345-1139-003		CURRENT DATE 07/20/2026			
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 Office Services Supervisor II (General), the Office Technician (Typing) is responsible for a variety of general office work and clerical duties in support of courts criminal justice processess, reviewing documents for accuracy, timely, and confidential processing of which includes typing, providing customer service, mailing and handling documents, filing and managing records, and composing correspondence, ordering and maintaining supplies and equipment for the Hayward Area.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor II (General). However, direction and assignments may also come from the Sergeants and Lieutenants.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Good interpersonal and communication skills with strong work ethic, flexible and able to work on several projects simultaneously and prioritize, tactful and maintain a good rapport with employees, peers, supervisors, and the public with a positive attitude, punctuality, multi task, detail oriented, working knowledge of personal computers and standard office equipment, and maintain the confidentiality of sensitive materials and information.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%	Review Consolidated Records Information Management System (CRIMS) for daily court calendars and communicate with the courts to verify and update case statuses. Access the AXIS portal to review laboratory results and ensure case files are complete and accurate. Review, scan, and process arrest reports into the CRIMS, for District Attorney's Office review. Maintain and update Area Information System (AIS) and the SharePoint Arrest Tracking Log for incomplete reports and submit to the sergeant for review and follow-up. Prepare, print, and mail the CHP 103, Certificate of Release from Custody, and update AIS to accurately reflect detention status. Process juvenile arrest reports and forward to Juvenile Court via Quick Intra-County code (QIC code), mailing requirements. Update case dispositions as needed and maintain accurate records to ensure compliance with departmental requirements and policies. Coordinate with other California Highway Patrol (CHP) Areas and allied agencies to process out-of-area reports and facilitate timely case processing.
30%	Reviews and screens all incoming supply requisitions to ensure they have been completed accurately and include all required authorizations. Contacts Supply Services Warehouse to resolve any issues pertaining to general supply orders and taking appropriate corrective action as necessary. Enters supply requisitions into the inventory management system. Answers and directs incoming telephone calls. Provides customer service to departmental personnel and other allied agencies via telephone, fax and email, related to supply requisitions, inventory, item descriptions and availability. Performs the filing of all supply requisitions, bills of lading, and credit memos. Maintains these files in compliance with the Department's records retention schedule. Serves as the Unit Procurement Card (P-Card) Holder. Purchases office supplies and other miscellaneous products, ensuring all orders have the Commander's signature/approval and are in compliance with state and departmental purchasing rules and regulations. Creates various sensitive items logs, requisition logs, and ammunition discrepancy reports. Reviews and corrects any discrepancies pertaining to these logs.
10%	Prepares financial/fiscal and other reports as necessary for CHP 264, Reimbursement - Petty Cash Request, forms and for requesting reimbursement to depleted account. Processes the CHP 230, Weekly Transmittal Record, and cash bank deposit receipts. Oversees, processes, and reconciles the Area's credit card invoices, P-Card through Fi\$Cal and processes the monthly billing, and CHP 317, Procurement Card Log. Processes, uploads, and checks accuracy of all bills/invoices coming

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	into the Area through Fi\$Cal for payments. Ensures vendor files are current and contains required vendor documentation forms, supplies, non-catalog and contract items. Processes the quarterly CHP 41, Supply Services Requisition and CHP 43, Purchase Requisition. Maintains the X-number log and processes X-number, and OR-Number expenditures. Prepares the CHP 266, Credit Memorandums, and the annual equipment inventory. Prepares and processes the CHP 511, Badge Transmittal, and CHP 512, Nameplate Requisition, records and reports. Edits finished work for completeness and accuracy. Prepares annual equipment budget and provides justifications for equipment items and Area contracts.
10%	Prepares, processes, and maintains all necessary paperwork involved in Area's health benefits. Provides information to employees regarding benefit enrollment options, and assist employees with questions on benefits. Liaison between Area and Employee Benefits Unit. Serves as the equipment coordinator, which includes copier, faxes, printers, shredders, postage meter balance and mailing machines. Processes and distributes all payroll/overtime checks.
5%	Assists with courteously and professionally answering and screening incoming telephone calls from the public, other Area Offices, and allied agencies. Obtains pertinent information from callers in order to direct calls to the proper Area personnel and/or provides information and/or assistance using available resources. Takes down and delivers messages for all Area office staff. Provides backup coverage to other clerical positions as necessary. Provides Clerical support to Field Officers/ Area Personnel in the pulling and copying of needed reports.
	<u>Non-Essential Functions</u>
5%	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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