

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Newhall Area 540		DIVISION Southern Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-540-1379-002		CURRENT DATE 08/03/2026		
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 Office Services Supervisor I (Typing), the Office Assistant (Typing) is responsible for performing as area Stored/Impound Vehicle Clerk (CHP 180), Subpoena Clerk, and provide general office clerical support to the area for the Newhall Area.

SUPERVISION RECEIVED

The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor I. However, direction and assignments may also come from the Administrative Sergeant, Lieutenant, or Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 35% | Processes CHP 180, Vehicle Report, by verifying/updating stored vehicles information in the automated vehicle system, CLETS Electronic Record Tracking (CERT), and check for accuracy. Mails Notice of Stored Vehicle to registered and legal owners. Files stolen and recovered vehicle reports. Compiles, prepares and and provides CHP 180 letters to vehicle owners regarding recovered vehicles and vehicles taken as evidence. Updates CHP 180 log on a daily basis as needed. Maintains outstanding stolen vehicles, license plate files and prepares suspense letters. |
| 35% | Posts all incoming subpoenas on the Subpoena Log. Processes both criminal and civil subpoenas, with emails to appropriate personnel with a carbon copy to a shift sergeant. Processes all correspondence, continuance and cancellation with parties' involved. Conducts monthly and biannual court attendance audits. |
| 15% | Processes CHP 90, Report of Court Appearance - Civil Action, which entails reviewing for accuracy, copying and uploading documents to Billing Depot, which includes travel claims related to civil subpoena. The log for civil cases is maintained by using Microsoft Excel Program to assure the CHP 90 is completed by appropriate personnel in timely manner. |
| 5% | Prepares and processes the National Crime Information Center (NCIC) Validation of entries for stolen vehicles and forwards the report to the Field Support Section (FSS) via email. Processes recovered stolen vehicle/components and notifies recovering agencies by faxing copies of stolen vehicle reports. |
| 5% | Answers telephones and assist with counter traffic. Reconciles daily cash. |

Non-Essential Functions

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| 5% | Performs other job related duties, within the classification, as assigned. |
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TOTAL	100%
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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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