

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Santa Barbara Area (760)		DIVISION Coastal 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 388-760-1148-003		CURRENT DATE 08/10/2026			
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 Captain, the Office Services Supervisor I (Typing) is responsible for supervising the Area office clerical responsibilities, functions, and staff and provide clerical support to Area personnel for the Santa Barbara Area.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

The Office Services Supervisor I (Typing) provides general supervision and direction to two Office Assistants.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

45%	Supervises, directs, and trains two clerical personnel in the performance of their job responsibilities. Evaluates clerical needs and assigns equitable workloads for two full time Office Assistant positions. Ensures subordinates are adequately cross-trained to provide continuity of operations during an absence or heavy workloads. Oversees day-to-day work effort and monitors work time of subordinates ensuring reporting deadlines and performance objectives are met. Appropriately applies departmental progressive discipline techniques and completes timely and objective performance appraisals for subordinates. Supervises the preparation of accurate and timely completion of reports; including overtime, personnel transactions, monthly attendance, and quarterly requisitions.
33%	Completes and/or processes correspondence from Area staff, supervisors, and management. Ensures proper processing and distribution of daily incoming mail, deliveries, correspondence, and other messages. Completes and/or processes all appropriate formal and informal CHP correspondence within the Area office or to external recipients. Maintains Area personnel, miscellaneous, medical, and complaint files. Oversees or performs the typing and or/ processing of all forms relating to clerical office functions. Completes and ensures P-Card statements, weekly transmittals, and other miscellaneous reports are properly processed and routed by staff. Completes or ensures Subpoenas, Discoveries, Public Records Act requests, invoices, time-keeping reports, "X" number requests, and less complex contracts are properly processed and routed by assigned staff. Completes and processes all health, dental, and other administrative personnel documents for area personnel. Assists area personnel with inquiries or questions for headquarters staff such as personnel specialist or health benefits. Oversees staff or assists with preparation of annual budget and purchasing of budget equipment. Oversees or ensures incoming invoices are date-stamped and processed by clerical staff to Fiscal Management Section.
17%	Processes all required periodic reports by scanning, e-mailing, or mailing the recipient. Prepares and submits monthly CHP 71, Attendance Report, and STD 634, Absence and Additional Time Worked Report, forms for non-uniformed employees and Area managers. Completes and ensures clerical staff completes the quarterly CHP 264, Petty Cash Report. Acts as a petty cash custodian. Oversees or ensures the daily Change Fund is processed, balanced, and secured by assigned staff. Maintains and distributes suspense items and files to Area staff to ensure deadlines are met.

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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.

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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