

## DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

|                                                                                                                     |  |                                                                                                 |                     |                                                           |                              |
|---------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------|------------------------------|
| COMMAND/ORGANIZATIONAL UNIT<br>San Francisco Area                                                                   |  | DIVISION<br>Golden Gate Division                                                                |                     |                                                           |                              |
| CIVIL SERVICE CLASSIFICATION TITLE<br>Office Assistant (Typing)                                                     |  | BARGAINING UNIT<br>R04                                                                          | TENURE<br>Permanent | TIME BASE<br>Full-Time                                    | INTERMITTENT HOURS PER MONTH |
| POSITION NUMBER<br>388-335-1379-018                                                                                 |  | CURRENT DATE<br>08/28/2024                                                                      |                     |                                                           |                              |
| 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 I (Typing), the Office Assistant (Typing) is responsible for the duties of the Timekeeper Clerk, assisting at the front counter and answering incoming telephone calls, and providing general office clerical support for the San Francisco Area.

### SUPERVISION RECEIVED

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

### SUPERVISION EXERCISED

N/A

### WORKING CONDITIONS

Office setting, business casual, fast paced environment.

### SPECIAL PERSONAL CHARACTERISTICS

Excellent interpersonal skills, ability to work with coworkers in a team environment with a positive attitude. Excellent attendance, punctuality and dependability with strong work ethic. Excellent organizational, professional written and oral communication skills. Ability to multi task and prioritize work assignments. Tactful, diplomatic and professional. Excellent computer skills (XP Word, Excel, and Access).

### PERCENTAGE OF TIME PERFORMING DUTIES

#### **Essential Functions**

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 30% | Responsible for all functions related to monthly timekeeping duties for the Area office, including overseeing the processing of automated CHP 415 forms for uniformed personnel utilizing the Management Information System (MIS) and Activity Tracking System (ATS). Reconciles Fair Labor Standards Act (FLSA) hours and month end cut-off dates to ensure all worked time has been recorded to minimize manual corrections. Generates and posts the CHP 415 Missing List. Ensures all CHP 415 forms are entered by both the monthly and FLSA cut-off dates.                                                                             |
| 25% | Maintains personnel records for sick leave and time off; records sick leave usage utilizing CHP 444, Summary Sheet of Absence Requests, forms and maintains logs using STD. 634, Absence and Additional Time Worked Report, forms. Forwards original STD. 634 forms to the Personnel Transactions Unit for processing after reconciling the forms with the monthly Absence Report Due List and maintaining copies for files.                                                                                                                                                                                                               |
| 20% | Prepares monthly reports related to overtime leave balances, such as COZEEP, MAZEEP, Special Projects, and Reimbursable and Non-Reimbursable Overtime for reconciliation by the Area's Overtime Coordinator. Accountable for reviewing and reconciling CHP 415's to ensure compliance with FLSA. Corrects errors. Obtains, reviews and processes Absence Requests (STD 634) to Personnel Transactions Unit. Liaises with the Personnel Specialist in matters regarding attendance reporting, leave credits, employee inquiries, etc.                                                                                                       |
| 10% | In the absence of the CHP 555, Traffic Collision Report, Clerk, acts as primary back-up performing CHP 555 processing. Provides Clerical support to Field Officers/Area Personnel in the pulling and copying of needed reports. Assists with the typing, processing, and filing of miscellaneous office correspondence. Purges various office reports per the Departmental retention schedule. Assists clerical personnel as needed.                                                                                                                                                                                                       |
| 5%  | Provides daily relief for the front counter receptionist during breaks and lunch periods. Greets and assists visitors at the reception counter directing them to the proper Area personnel. Schedules child car seat and VIN appointments; assists vendors for deliveries. Processes outgoing mail, assists with incoming mail, accepts and signs for incoming mail/packages via the United States Postal Service (USPS) or couriers. Responsible for miscellaneous cashiering and sales duties, such as the sale of collision reports, stored vehicle reports, or publications. Ensures items sold are only released to a proper party of |

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|              | interest as outlined in HPM 11.1, Chapter 4 and GO 110.2. Reviews completed counter receipts and credit card transactions forms for accuracy. Issues receipts for photograph sales and route requests to the Accident Investigation (AI) Officer or AI Clerk for further processing; issues receipts for automotive sales, fingerprints, school bus certificate(s) and/or other equipment as instructed. Maintains copier machine and associated supplies, toner and staples, and appointments for service. Organizes and refills all levels of paper on the fax, printer and copy machines on an daily basis, hourly if needed. |
| 5%           | Processes travel claims and maintains files. Makes travel arrangements for out of Area travel as required for court appearances. Prepares the Quarterly Requisition for submission to Supply Services. Processes copies, distributes, and maintains all discovery requests received. Copies arrest reports and provides documentation to Officers when needed.                                                                                                                                                                                                                                                                   |
|              | <b><u>Non-Essential Functions</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5%           | Other job-related duties within the scope of the classification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>TOTAL</b> | 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 |
|-------------------------|------------------------|------|