

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Capitol Protection Section		DIVISION Protective Services Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-025-1379-008		CURRENT DATE 08/18/2026			
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, the Office Assistant (Typing) is responsible for acting as the primary clerk who processes citations, reports and subpoenas for the for the Capitol Protection Section of the California Highway Patrol.

SUPERVISION RECEIVED

The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor I.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Office environment, Monday through Friday, 0800 hours to 1700 hours.

SPECIAL PERSONAL CHARACTERISTICS

Must possess excellent interpersonal skills, the ability to professionally interact with co-workers, Area management staff, and the public, and demonstrate an interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
55%	Acts as the primary clerk for data entry and processing of CHP 215C (Traffic Citations/Correction Notice-Owner's Responsibility), CHP 180 (Vehicle Reports), CHP 136E (Vehicle Theft Reports), CHP 216s (Arrest-Investigation Reports), CHP 202s (Driving Under the Influence Arrest-Investigation Report), and CHP 555s (Traffic Crash Report). The Office Assistant (Typing) will enter data into the Statistical Analysis Center System Website (SACSWeb), the National Incident Base Reporting System (NIBRS), the California Law Enforcement Telecommunications System (CLETS), the CLETS Electronic Records Tracking System (CERT), the SACJustice portal for traffic citations, and (SCARS) Report of Crimes on State Property.
30%	Processes, disseminates, and tracks criminal and civil subpoenas for all uniformed employees utilizing an internal automated spreadsheet.
10%	Answers telephones, screens and directs telephone calls to specific personnel. Assists visitors at the front counter. Updates section personnel rosters and officer's mailboxes. Files documents into confidential personnel files. Assists allied agencies with report requests and answer questions relative to each request. Copies, mails, and files all outside requests. Distributes incoming faxes, copies in a timely manner. Maintains office copier, fax machine, and other office equipment. Ensures vendors are contacted when equipment maintenance is required. Prepares monthly copier report. Maintains and organizes copy room and supply area, while monitoring commodities.
	<u>Non-Essential Functions</u>
5%	Perform other duties within the scope of the classification, as assigned.
TOTAL	100%

388-025-1379-008

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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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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