

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Fleet Operations Section		DIVISION Departmental Training Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-074-1139-006		CURRENT DATE 08/26/2026			
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 Supervisor I, the Office Technician (Typing) is responsible for clerical support to the Section. The incumbent independently performs a wide range of complex duties and is expected to consistently exercise a high degree of initiative, independence, and originality in performing the assigned tasks for the Fleet Operations Section.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Supervisor I. However, direction and assignments may also come from the Program Managers, Lieutenant, and the Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Standard office environment. Requires being in a stationary position, consistent with office work, for extended periods of time. Daily use of a personal computer, office equipment, and/or telephone.

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

30%	Serve as sole secretarial support to the section. Respond to inquiries from the public, automobile dealers, allied agencies, and management, both verbally and in writing, with little or no supervision. Independently screen and direct incoming telephone calls and messages, and visitors to the appropriate office, field, or shop personnel. Serve as the telephone coordinator for the section: coordinate with Telecommunications Section to set up new telephone lines or change existing lines.
20%	Serve as the Section's attendance clerk. Prepare time reports and ensure reports are prepared and processed in a timely manner and in accordance with departmental policies and procedures. Prepare requested timekeeping reports, Answer questions and assist staff using tact and discretion. Pick up and disburse section payroll checks each month.
10%	Assist with maintaining the Fleet Operations Section (FOS) Project Tracking System (PTS). Coordinate with Section management and staff; delegate and track section projects ensuring Section, Division, and departmental deadlines are met. Tracking the Section's mandatory training compliance, probationary and annual reporting. This requires independent action, strong communications and critical thinking skills, tact, and good judgment. Coordinate with Section management and staff to obtain status on outstanding projects and past due employee training.
10%	Act as the health benefits coordinator for FOS staff members in the West Sacramento and Torrance offices. Prepare health benefits and other personnel documentation for both the West Sacramento and Torrance offices; ensure documents are prepared and processed in a timely manner and according to prescribed departmental policies and procedures. This includes annual performance appraisals, incident reports, health benefits, and other personnel documentation. Answer questions and assist staff using tact, independent judgment, and discretion.
10%	Establish and maintain the Section's personnel, medical records, and chronological files. Prepare and maintain the Section's secondary employment log. Compile and prepare FOS' records retention schedule; prepare, archive, and dispose records at FOS. Prepare and maintain the section's overtime report, the annual paperwork report, and the Public Records Act logs and reports.

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10%	Perform a wide variety of complex clerical duties: type, edit, and finalize letters, reports, memorandums, departmental manuals, Fleet Operations Bulletins, and Comm-Net messages; copy; and file, organize, and maintain all Section projects and correspondence digitally and in hard copy. Prepare and disseminate the Section's weekly itinerary and the master vacation calendar.
5%	Receive and delegate mail to appropriate section staff. Receive and electronically disseminate departmental messages to the appropriate section staff. Weekly processing of toll violation and contracted auto parts notifications to all Area offices.
	<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

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