

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Academy/Recruit Training Office		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 388-091-1139-XXX		CURRENT DATE 08/28/2026			
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 direction of the Office Services Supervisor II, the Office Technician (Typing) is responsible for a variety of complex and responsible clerical duties with the Cadet Desk for the Academy. The Office Technician(Typing) must display a high degree of initiative, independence, and carry out assigned duties with minimal supervision.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor II. However, direction and assignments may also come from the Captain, Lieutenants, and Sergeants.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

The majority of the duties of this position are clerical in nature, and therefore indoors. There will be occasions, during Academy events, when the Office Technician (Typing) will be working outdoors for brief intervals.

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
40%	The Office Technician (Typing) will provide information to cadets concerning preparation of attendance and health and benefit forms and review the forms for completion and accuracy before forwarding to the Human Resources Section for processing. Reviews and tracks cadet resignation documents, completes and processes necessary forms, and forwards the documents to appropriate personnel. Reviews, calculates; and updates the Cadet Class Attrition reports and distributes the reports to Academy managers, supervisors, and administrative assistant. Maintain and file cadet field folders.
35%	Works closely with the Commander, managers, and Recruit Training Office regarding the Academy's Cadet Program to coordinate and schedule meetings, organizes and prepares for cadet graduation ceremonies. Orders class plaques, reviews and calculates cadet scores, prepares the ceremony program, prepares, sends related correspondence, and assembles badges for presentation.
10%	Creates correspondence related to the cadets, such as jury duty letters, miscellaneous memorandums, and Communication Network messages.
10%	Prepares monthly attendance and absence reports and review reports for accuracy before forwarding to the Human Resources Section.
	<u>Non-Essential Functions</u>
5%	Performs other duties within the scope of the classification, as assigned.
TOTAL	100%

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Office Technician (Typing)

388-091-1139-XXX

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