

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Selection Standards and Examinations Section		DIVISION Personnel Management Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-052-1139-002		CURRENT DATE 07/31/2026			
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 Supervisor I, the Office Technician (Typing) is responsible for performing a variety of complex clerical duties for the Selection Standards and Examinations Section (SSES).

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 SSES management team.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
40%	Serves as the first point of contact and receptionist for SSES. Receives and screens a variety of telephone calls and provides callers with information related to SSES functions. Directs calls accordingly and accompanies visitors to appropriate staff members. Coordinates telephone coverage and forwards the main line, as necessary. Schedules meetings, interviews, and reserves rooms using Microsoft Outlook. Updates SSES documents (e.g., internal route slips, telephone roster, birthday calendar, cubicle name plate, picture board). Processes incoming and outgoing mail for SSES. Picks up mail from designated mail room; opens and removes any unnecessary documentation; and date stamps, logs, and distributes all incoming mail appropriately. Ensures outgoing mail is properly sorted, distributed in a timely manner, and routed appropriately. Prepares packages and makes arrangements for immediate pick up.
20%	Maintains office supply inventory for SSES. Serves as the primary Procurement Card holder for SSES with purchasing responsibility for office supplies. Maintains the log to track purchases; prepares and submits supply order requests for management approval; obtains quotes and documentation from vendors in accordance with departmental policies and procedures; verifies receipt and acceptable condition of supplies, and distributes, as needed; and prepares and submits Procurement Card statements for approval. Processes invoices for Examination Services (ES) Unit contracts, X Numbers, and requisitions utilizing the Financial Information System for California. Maintains office equipment, schedules maintenance, and coordinates replacement, as needed. Ensures copiers are replenished with paper, toner, and waste cartridge.
15%	Serves as support staff to the Examination Services (ES) Unit. Composes, types, and edits examination related materials, including, but not limited to: job analysis, meeting minutes, written tests, oral interview questions, rating scales for scoring examinations, and confidential examination results. Ensures all correspondence and typed material is prepared in proper format. Reviews and edits all documents for correct spelling, grammar, and punctuation. Scans and uploads hard copy examination applications into the California Department of Human Resources Examination and Certification Online System (ECOS) and ensures applications are uploaded to the appropriate Exam Control. Prioritizes work and complies with internal deadlines. Assists ES Unit analysts in reviewing, assembling, and preparing examination materials for distribution (e.g., labeling test booklets, test supplies, preparing boxes). Schedules and accompanies examination materials through the reproduction process. May serve in various roles (e.g., receptionist, runner, proctor) when administering examinations and/

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	or Qualifications Appraisal Panels (QAP). Ensures QAP audio recordings are downloaded to appropriate electronic platforms. Maintains Examination Proctor Certification Logs for both Online and Commission on Peace Officer Standards and Training. Prepares and distributes monthly and quarterly examination-related reports (e.g., CHP Exam Schedule, Ethnicity Report, and Bottom Line Hiring Report), and coordinates with the ES Unit analysts to obtain the required information.
10%	Serves as the section's benefits coordinator and timekeeper. Gathers, reviews, copies, and submits personnel documents to Human Resources Section. Serves as primary point of contact for the maintenance, organization, and inclusion of personnel documents located within the section's personnel file folders (e.g., benefits, performance evaluations, training, travel).
10%	Assists the SSES Administrative Analyst with performing duties that fall within the scope of the Office Technician (Typing) classification (e.g., assisting with the SSES annual inventory; assisting with opening, updating, and closing projects in Project Tracking Log; updating rosters and monthly calendars; processing information to Personal File Services).
	<u>Non-Essential Functions</u>
5%	Performs 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
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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
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