

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Moorpark Area 770		DIVISION Coastal Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-770-1379-001		CURRENT DATE 06/17/2026		
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 (Typing), the Office Assistant (Typing) is responsible for accomplishing timely processing of timekeeping related tasks for the Moorpark Area. Other duties include customer service and answering telephones.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

25%	Monitor ATS (Activity Tracking System) daily and check accuracy of CHP 415's (Daily Field Record) submitted by officers. Upon FLSA (Fair Labor Standards Act) and pay period ending dates, check for any missing dates, overages, inaccuracy of special project codes, beat designations, overtime, regular days off and additional days off. Receive and record COZEEP/MAZEEP (Construction/Maintenance Zone Enhanced Enforcement Program) overtime reports onto designated spreadsheet. Print and process all monthly timekeeping reports and prepare for supervisor processing.
20%	Answer incoming calls and provide information to the general public, departmental employees, and other government agencies. Direct calls to appropriate personnel for resolution. Greet and assist visitors and provide them with any requested documents.
20%	Process daily arrests and criminal histories by accessing AIS (Area Information System). Retrieve arrestee information and document on the CHP 263B (Criminal Offender Information Release Log). Retrieve criminal history information from Custodian of Records and document related arrestee information on same log. Daily entry of arrestee information and charges into SACS and Mark43 online programs. Process CHP 735's (Incident Response Reimbursement Statement) and log incident response and hourly rates for officers into AIS (Area Information System).
15%	Process CHP 180's (Vehicle Report) for vehicle storages and impounds. Mail notifications to registered and legal owners. Verify storage and impound information in CERT (CLETS Electronic Record Tracking) and CLETS (California Law Enforcement Telecommunications System). Maintain CHP 180 files and retention.
5%	Weekly processing of Public Records Act (PRA) requests. Route weekly PRA log to contracted requesters and file weekly requests. Document requests on CHP 370C (Public Records Act Request) and log onto CHP 520 (Area Public Records Act Request Log). Route CHP 520 to division quarterly per suspense.
5%	Process CHP 467 (Reimursable Billing) and log onto CHP 466 (Reimbursable Services Control Log) as received. Email packets to division and file.

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5%	Process arrest report requests from law offices and allied agencies. Process criminal history background checks from allied agencies. Other duties as assigned or required to permit for clerical vacations and/or leave of absences. Duties may include, but are not limited to: Subpoena desk coverage, CHP 215 (Notice to Appear) data entry, filing, securing office files and monies at the end of shift and activation of telephone night service.
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Non-Essential Functions

5%	Perform other duties within the scope of the classification, as assigned.
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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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