

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Santa Ana Area		DIVISION Border Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-675-1379-961		CURRENT DATE 09/03/2026		
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 arrest records and will be cross trained to maintain office functions on: traffic accident records, towed vehicle reports, subpoenas, citations, ordering supplies, time keeping, and miscellaneous reports, as required for the Santa Ana Area office.

SUPERVISION RECEIVED

The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor I (Typing). However, direction and assignments may also come from the Office Services Supervisor II (General).

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Busy office environment, sitting at work stations for long periods of time, extended computer usage for up to 8 hours, repetitive motion of hands, wrists and neck for computer use and busy phones

SPECIAL PERSONAL CHARACTERISTICS

A high degree of initiative, independence, and attention to detail. A demonstrated interest in assuming increasing responsibility. Ability to multi-task.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%	Processes arrest reports either documented on a CHP 202, Driving Under The Influence Arrest Investigation Report or CHP 216, Arrest Investigation Report. This includes ensuring all related documents are attached and scanned reports are submitted to Department of Motor Vehicles, the Orange County District Attorney (DA) office electronically and uploading reports to the department's Area Information System.
25%	Completes data entry into Statewide Automated Citation System for all arrest reports. Ensures appropriate coding is entered, and all data received is within the cutoff time frames required by policy. Maintains files for both felony and misdemeanor incident reports in accordance with retention guidelines. Runs criminal history checks through California Law Enforcement Telecommunications System for all arrest reports as required before submitted to the DA office to file charges. Maintains the CHP 263B, Criminal Offender Record Information Release Log, on all records run as required by Department of Justice and departmental policy.
10%	Fulfills all requests from the public or allied agencies for copies of arrest reports or arrest logs, maintains the Public Records Act log and related forms, and submits quarterly reports within the required time frames such as the CHP 370C, Public Records Act Requests, CHP 520, Area Public Records Act Request Log, CHP 373, Personal/Confidential Information Disclosure Log.
10%	Assists Officer with Californians Help Eliminate All The Evasive Registration Scofflaws program. Runs registration on all vehicles reported registered outside of California. Runs outside California drivers license record check to locate vehicle owner and mails a letter to the registered owners address, if applicable.
5%	Enters data into the MARK43 software for the Department's reports.

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5%	Answers incoming telephone lines and assists customers as needed. When appropriate transfers callers to other employees or allied offices as needed.
5%	Cross trained in arrest records, collision desk, subpoenas, ordering supplies, time keeping, miscellaneous reports, and assisting co-workers, as needed.
	<u>Non-Essential Functions</u>
	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
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