

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Central Los Angeles Area		DIVISION Southern Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-590-1379-033		CURRENT DATE 09/02/2026		
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 II (General), the Office Assistant (Typing) is responsible for processing and maintaining files related to vehicle storage/impound and recoveries for the Central Los Angeles Area office.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 30% | Responsible for daily collection and data entry of CHP 180, Vehicle Report. Collects, organizes, and processes completed CHP 180 forms. Scans CHP 180s into the area file system. Verifies information using California Law Enforcement Telecommunications System (CLETS), and enters data into the California Electronic Record Tracking (CERT) and the Mark43 records management system. |
| 30% | Sends out notifications within 48 hours regarding vehicle storage/impounds and recoveries. Assists with daily inquiries from citizens, allied agencies, and dispatch regarding vehicle storage. If there are updates identified on the CHP 180, forwards required changes of the automated storage printout to the respective communications center supervisor for action, and updates the Area Missing CHP 180 log. |
| 15% | Answers phones and assists at the front counter, provides backup coverage to other clerical positions, and processes currency transactions and issues receipts. Maintains confidentiality and performs tasks with minimal supervision. |
| 10% | Completes monthly reports through data entry (keyboard/typing) for Division; National Crime Investigations Center (NCIC) Validation reports for Department of Justice. |
| 10% | Processes and maintains specific forms and reports, data entry, and purges and archives files. Maintains a current procedure book of their desk assigned by the Office Services Supervisor II (General). |

Non-Essential Functions

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| 5% | Performs other duties, within the scope of the classification, as assigned. |
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TOTAL	100%	
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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