

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Truckee Area (222)		DIVISION Valley			
CIVIL SERVICE CLASSIFICATION TITLE Office Services Supervisor I (Typing)		BARGAINING UNIT S04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-222-1148-002		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 Area Lieutenant, the Office Services Supervisor I (Typing) is responsible for supervising, planning, organizing, and reviewing all work performed by clerical and other support staff, and in the absence of clerical or support staff, completing daily clerical duties as assigned by the Area Lieutenant for the Truckee Area Office.

SUPERVISION RECEIVED

The Office Services Supervisor I (Typing) reports directly to and receives the majority of their assignments from the Area Lieutenant. However, direction and assignments may also come from the identify other class titles.

SUPERVISION EXERCISED

The Office Services Supervisor I (Typing) provides general supervision, direction, etc. to two Office Assistants (Typing).

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

25%	Supervise two Office Assistant (Typing) and oversee the performance and clerical assignments of Senior Volunteers. Consult, train, and instruct clerical personnel to assure standards of performance are maintained and the objectives of the Department are being met. Review clerical job descriptions annually. Prepare performance evaluations on clerical personnel.
20%	Reviews all reports and correspondence by the uniform Staff for accuracy and completeness, assuring compliance with Department policy and procedures. Maintains daily suspense system for the Area and staff members to assist in the timely submission of reports and projects due to Division, Headquarters, and other agencies as required.
20%	Maintain personnel folders in accordance with departmental filing procedures and retention as specified in HPM 10.3. Organize Area administrative and confidential files. Process all documents and facilitate all functions relating to employee benefits, transactions, and service/disability retirements. Area coordinator and custodian for Bank Card, Petty Cash, and X-number activities, authorizing expenditures, interpreting rules and regulations, and reconciling invoices and bank statements.
10%	Validates accuracy of daily activity documents (CHP 415A) and submit reports interacting with CED and MIS systems. Maintain 415 user list within the Area. Assist in training of personnel in the use of the CHP A415 program. Prepare and submit CHP 71 documents for Area Commander and three (3) non-uniform employees. Compile and reconcile Area monthly overtime reports. This requires daily tracking of Area allocation, usage, as well as preparation of monthly reports required by Division. All corrections, additions, and/or deletions fall under this premise.
10%	Maintain inventory of office and enforcement supplies; coordinate maintenance of office machines and equipment. Delegated, along with the Administrative Sergeant, to complete the yearly budget process and access the ARMS system. Responsible for completing and/or assisting with audits within the Area. Assists in the selection and hiring process of new personnel and prepares required paperwork as needed. Ensure the maintenance of the Area library and upkeep the current Management and Information Bulletins located in the business office.

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5%	Open and distribute all incoming mail; review and distribute comm-net messages daily. Identify issues needing immediate attention. Support and perform other duties as assigned by the Area Commander.
5%	Assist with front counter and phone traffic as needed. Substantiate all confidential files and business office (facility) is secured at the end of each business day. In the absence of, or to assist, the Truckee Area Public Information Officer (PIO) with social media content moderation. This consists of reading replies to posts made by the PIO and determining inappropriate content and/or "bots," then blocking these users from interacting with the CHP Truckee social media account.
	<u>Non-Essential Functions</u>
5%	Perform 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