

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Academy/Clerical Unit		DIVISION Departmental Training Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Services Supervisor II (General)		BARGAINING UNIT S04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-091-1150-956		CURRENT DATE 10/28/2024			
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 Recruit Training Officer Sergeant, the Office Services Supervisor II (General) is responsible for general scope of responsibility for the Cadet Desk.

SUPERVISION RECEIVED

The Office Services Supervisor II (General) reports directly to and receives the majority of their assignments from the Recruit Training Office Sergeant.

SUPERVISION EXERCISED

The Office Services Supervisor II (General) provides supervision to four Office Technicians and two Office Assistant.

WORKING CONDITIONS

The Office Services Supervisor II (General) will work both indoors and outdoors. While indoors, the temperature and humidity are reasonably controlled, however, while outdoors the employee is exposed to climatic conditions.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 55% | Supervisory and related responsibilities, including supervising the processing and generating of work performed by the Cadet Desk staff. Tasks completed by the Cadet Desk include typing of correspondence and reports; payroll and timekeeping for cadets; processing injury/illness reports; clerical duties related to the cadet program; and receptionist duties. |
| 20% | Prepare and review performance appraisals, including annual, probationary, and promotional reports, as well as the development of any necessary disciplinary documents in accordance with prescribed policy.

Prepare necessary documents concerning Cadet Desk vacancies. Maintain an effective training program and be continually alert for improved methods and means of job enrichment for all Cadet Desk employees.

Coordinate with the Academy units concerning completion of projects by the Cadet Desk. Arrange for deadline extensions as necessary, and advise appropriate personnel of new deadline date. Review typed material prepared by the Cadet Desk. |
| 10% | Process incoming mail for the Cadet Desk, including confidential correspondence, assignments with a suspense date, and mail not directed to a specific individual. |
| 10% | Maintain a central suspense system for all Academy cadet related reports and cadet related projects.

Author correspondence and compile reports, including change reports for the departmental cadet roster. |

Non-Essential Functions

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| 5% | Other duties, within the scope of the classification, as assigned. |
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Office Services Supervisor II (General)

388-091-1150-940

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.

DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

DATE
