

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Oakland Area / Clerical Unit		DIVISION Golden Gate Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-370-1379-006		CURRENT DATE 09/11/2026			
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 processing CHP Citations and maintenance of all CHP 215 files. This position also requires the Citation Clerk to act as back-up to the 180 and Subpoena Clerk for the Clerical Unit/Oakland Area..

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 Lieutenants and Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

55%

Process all CHP 215s. Check each CHP 215 for omissions and errors and route to the Court Officer for follow-up. Obtain CHP 216, Arrest and Investigation Report, from officers on Vehicle Code violations 31, 2800, 23103(a) and (b), 23109(a), (b), (c), and (d), and other violations as required prior to processing through the Court Officer. Route to the Court Officer all 12951(a) Vehicle Code violations for further processing. Separate and distribute all CHP 215's to the Court Officer for distribution to the proper courts on a daily basis. Process voided citations through the Area Commander following established procedures. Maintain orderly and complete CHP 215 files by officers' names. Pull and copy citations as needed or requested. Purge files following policy and procedure. Respond to telephone inquiries pertinent to assigned duties. Enter the CHP 215s into the SACS system following procedures outlined in the HPM 40.72, MIS User's Guide. Process court complaints for citations being issued out of an accident and forward necessary documents and reports to the Court Officer for filing with the District Attorney's office. Prepare and mail certificate of mailing letters on complaints to be filed.

20%

Process all Owners' Responsibility citations. Sign to indicate service by mail. Mail defendant's copy to the responsible party as indicated by the officer. Process mail, fax CHP 555's. Answer telephone for information and assistance to the public.

20%

Process all CHP 281, Notice to Correct, citations. Establish a suspense system for monitoring allowed time limits for correction. Pull CHP 281s and purge upon receipt of correction. Respond to telephone inquiries pertinent to time extensions and extend time limits for correction following established policy and procedure. Pull CHP 281s upon expiration and forward to the Court Officer for further follow up.

Non-Essential Functions

5%

Other job-related duties, within the scope of the classification, as assigned.

Office Assistant (Typing)

388-370-1379-006

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
