

DUTY STATEMENT

DS 3022 (9/2026)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROTECTIVE SERVICES BRANCH
PORTERVILLE DEVELOPMENTAL CENTER**

DUTY STATEMENT

JOB TITLE: OFFICE TECHNICIAN (TYPING)**POSITION #:** 472-290-1139-001**EMOLOYEE:**

The Protective Services Branch (PSB) is a Law Enforcement Agency. Applicants shall not be appointed to this position without a background check. An PSB background check includes interviews of employment and personal references, FBI and California DOJ fingerprint clearances, and DMV clearance(s). The selected applicant must complete a notarized waiver for access to their personal records.

POSITION DESCRIPTION: Under the supervision of the Lieutenant (Supervising Special Investigator I, SSI I), Protective Services Branch (PSB), the Office Technician (Typing) (OT) (T) is responsible for performing a variety of tasks and duties in support of the investigative, police and fire services for Porterville Developmental Center (PDC). These duties will include typing detailed and confidential police and investigative reports; distributing and controlling the record-keeping section for all confidential reports and documents and maintaining multiple database systems. Other tasks include responding to correspondence; maintaining the investigation case logs; answering telephones; maintaining monthly attendance reports; ordering office supplies; travel and training expenditures, purchasing required equipment for PSB personnel; and working with a variety of departmental personnel.

This position requires the incumbent to maintain consistent, regular attendance, be able to work various shifts, communicate effectively, demonstrate initiative, independence, and originality in performing tasks, exemplify responsibility and dependability for completing assignments and functions timely and accurately while maintaining confidentiality as necessary.

SUPERVISION EXERCISED: None.**SUPERVISION RECEIVED:** Under the supervision of the Lieutenant or their designee of PSB.**EXAMPLES OF DUTIES:**Essential Job Functions:

- 40% Maintains the database for the investigations caseload (SID); assigns case numbers; assists with case-control and document case assignments. Assists with investigative and/or police report preparation. Performs general office duties including filing, photocopying, scanning, and faxing as requested.
- 25% Screens incoming telephone calls. Assists other units at the developmental center as needed. Responds to various requests for information. Sorts and routes incoming mail. Makes travel arrangements. Maintains monthly attendance and calendars for PSB staff.

- 20% Types correspondence, drafts letters, prepares travel claims, makes copies of reports, orders, and maintains supplies. Operates a variety of office equipment; maintains a filing system, and sorts and archives records.
- 10% Tracks and records Live Scan fingerprinting results received from the California Department of Justice and the Federal Bureau of Investigation. Acts as PC coordinator for the section. Provides backup to various departmental meetings and maintains the legal library, including the Department Law Enforcement Manual and others as required.

Marginal Job Functions:

- 5% Processes purchase orders for necessary supplies and equipment. Special projects, functions, and other related duties as required in accordance with class specifications.

WORKING CONDITIONS:

Work is performed in an open-spaced partitioned office environment. Requires using a computer and sitting for extended periods of time while reviewing and/or preparing documents.

DESIRABLE QUALIFICATIONS:

Knowledge of policies, laws, and rules as they relate to PSB operations. Requires a high degree of initiative, and independence. Must have strong computer skills and knowledge of applications included in Microsoft Office Suite and other applications and databases.

Ability to maintain constant and regular attendance; develop/maintain positive relationships with a variety of personnel within the Department of Developmental Services, as well as outside state and local agencies; and must be able to maintain confidentiality due to the nature of the workload

CERTIFICATION OR LICENSE: Typing certificate.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement they have discussed and agree to the expectations of the position.