

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Santa Ana Area		DIVISION Border Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)	BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-675-1139-003		CURRENT DATE 09/22/2026		
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 direction of the Office Services Supervisor II (General), the Office Technician (Typing) is responsible for timekeeping for uniformed employees, overtime tracking, reconciling monthly reports, preparing and reviewing correspondence and memorandums for the Santa Ana Area office.

SUPERVISION RECEIVED

The Office Technician (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 Lieutenants, and/or Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Ability to perform difficult clerical work and demonstrated interest in assuming increasing responsibility and multi-tasking.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%	Collects monitors, and enters CHP 415, Daily Field Records, in the Activity Tracking System for 105 uniformed employees. Reviews CHP 415s and supplemental documentation for accuracy. Tracks time worked for pay period and Fair Labor Standards Act (FLSA) cutoff time frames. Prints and reviews attendance screen to compare to Area master schedule and ensure approved schedules are followed accurately. Reviews and corrects errors on attendance records to avoid FLSA overages. Processes and submits CHP 415s for uniformed employees who are on a leave of absence by documenting time correctly and within cutoff deadlines. Maintains personnel records for sick leave and time off; Reviews FLSA reports for accuracy to meet internal and external deadlines, which include but are not limited to, the FLSA Non-Reimbursable Monthly Overtime Tracking, Work Period Overtime Reconciliation Report, Reconcile Overtime Report/Special Project Code Reconciliations, and Excess Hours Report.
20%	Prepares and composes detailed correspondence and standard operation procedures and policies to ensure accurate completion of tasks. Reviews and proofreads letters for signature regarding subpoenas as it relates to the Public Records Act. Prepares and maintains job description binders for all clerical positions.
15%	Courteously and professionally answers and screens incoming telephone calls from the public, other Area Offices, and allied agencies. Obtains pertinent information from callers in order to direct calls to the proper Area personnel and/or provide information and/or assistance using available resources.
5%	Assists with training of the new and current Office Assistants (Typing) training and job development duties by providing function guidance. Back-up to other Office Technicians (Typing) in the office.
5%	Prepares a CHP 230, Transmittal Record, weekly by breaking down all sales or money collected into the appropriate category such as: traffic collision sales, unclaimed property, witness fee deposits, sales tax collected. Verifies receipts are completed and issued in numerical order, all checks and/or money orders cross reference with receipt number. Processes check balancing and total cash collected by using an adding machine tape and using mathematical calculations. Prepares additional CHP 230s when maximum amount of cash or checks are collected to ensure guidelines are followed and funds are

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	not held at Area level longer than allowed. Assists with filing of arrest records, collision desk, towed vehicle reports, citations, subpoenas, personnel and confidential files.
5%	Maintains copier machine and associated supplies, toner and staples, and appointments for service. Organizes and refills all levels of paper on the fax, printer and copy machines on an daily basis. Processes outgoing mail, assist with incoming mail, accept and sign for incoming mail/packages via the United States Postal Service (USPS) or couriers. Maintains the postage machine maintenance and supplies for the postage machine.
5%	Cross trained in arrest records, collision desk, subpoenas, ordering supplies, time keeping, miscellaneous reports, and assisting co-workers, as needed.
	<u>Non-Essential Functions</u>
5%	Performs 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
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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
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