

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Special Projects Section		DIVISION Enforcement and Planning Division			
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-063-1139-003		CURRENT DATE 08/31/2026			
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 Sergeant, the Office Technician (Typing) is responsible for performing a variety of complex clerical operations for the Special Projects Section.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Sergeant. However, direction and assignments may also come from the Special Projects Section Lieutenant and/or Commander..

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

35%	Serves as the primary receptionist for the Special Projects Section (SPS), answering general questions from the public and routing calls to the appropriate staff. Operates a personal computer using departmental software to compose, prepare, or edit text of various documents; creates, updates, and tracks project using the departmental Project Tracking Log (PTL) and internal PTL. Generates project tracking numbers, updates project status, and closes all SPS projects in the PTL platforms. Assists with the final disposition of section projects, including making copies, as needed.
25%	Maintains the suspense log, SPS personnel files, confidential files, command-specific Injury Illness Prevention Program materials, monthly staff schedules, and annual vacation schedules.
15%	Serves as the timekeeping clerk; processes attendance reports; ensures all automated timekeeping documents for uniformed personnel are processed and forwarded to the Human Resources Section within required time frames; monitors monthly leave balances; and generates the monthly overtime report for uniformed and nonuniformed employees.
10%	Serves as the section's Procurement Card Coordinator; prepares office supply and equipment orders; monitors office supply and equipment inventories; and reconciles purchases in the Financial Information System for California.
5%	Serves as the the section's Health Benefits Coordinator, assisting employee and initiating enrollment actions as covered in the California Public Employees' Retirement System Health Benefits Procedures Manual and the Benefits Administration Manual.
5%	Serves as the section's Travel Coordinator, assisting employees with travel arrangements, and travel advances. Uploads scanned copies of travel documents to the Department's repository for processing. Maintains hard copy files of all travel documents submitted for section employees.

DUTY STATEMENT
CHP 129 (Rev. 5-19) OPI 052

<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

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