

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Sonora Area - 425		DIVISION Central Division		
CIVIL SERVICE CLASSIFICATION TITLE Office Assistant (Typing)	BARGAINING UNIT 04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-425-1379-004		CURRENT DATE 09/21/2026		
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, the Office Assistant (Typing) is responsible for answering phones, assisting the public, data entry, processing citations, vehicle storages, sales of collision reports, processing of subpoenas and general office duties for the Sonora Area office.

SUPERVISION RECEIVED

The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor I. However, direction and assignments may also come from the Lieutenant and Sergeants.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

55%	Shares the responsibility with front desk officer for telephones. Answers incoming calls and provides information to the general public, departmental employees and other government agencies. Directs calls to appropriate personnel for resolution. Processes all CHP 215, Notice to Appear Citations, CHP 281, Notice to Correction Violations, CHP 267, Notice of Parking Registration Violation, separate citations and send to the appropriate court. Enters the citations into the SACWEB system and files in the designated area. Processes all CHP 180, Vehicle Reports, for stolen, recovered, embezzled, stored and impounded vehicles and enter/verify accuracy in the Cert Program. Logs information in the CHP 180 log and sends storage and recovered notices to registered and legal owners.
25%	Acts as Area Subpoena Clerk. Processes all incoming criminal and civil subpoenas per Area guidelines and established policies. Maintains the subpoena calendar. Advises personnel when cases are called off. Processes Trial by Declarations. Maintains the Officer Vacation calendar and keeps the District Attorney and Court up to date with changes and/or additions to calendar. Communicates with the court and DA's office on various issues. Answers inquiries pertaining to court appearances and related matters. Processes requests for continuances of court trials and notify officers of cancellations and changes to scheduled appearances. Processes and maintains the Civil Subpoena Calendar, and the CHP 90, Report of Court Appearance - Civil Action, upon conclusion of Civil cases.
10%	Photocopies and sells CHP 555, Traffic Collision Report, collision photos, CHP 216, Arrest Investigation Reports, and CHP 202, Driving Under the Influence Arrest-Investigation Report, per policy guidelines. Issues counter receipts, PRA/IPA, and weekly public arrest report log request.
5%	Maintains the filing system and archives, purges per the retention schedule and files. Responsible for office machine maintenance and supplies (postage meter, copier, shredder), arranges for repair when necessary. Maintains the office supply inventory and ensures necessary supplies are on hand. Responsible for stocking/refilling all enforcement documents, forms, paper, and office supplies. Advises Office Supervisor when office supplies are low. Processes the incoming and outgoing daily mail. Assists co-workers during staff shortages or absences, as needed.

5%

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

TOTAL 100%

PRINT EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE

PRINT SUPERVISOR'S NAME _____

SUPERVISOR'S SIGNATURE

DATE _____