

## DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

|                                                                                                                     |  |                                                                                                 |                     |                                                           |                              |
|---------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------|------------------------------|
| COMMAND/ORGANIZATIONAL UNIT<br>Golden Gate Division/Investigative Services Unit                                     |  | DIVISION<br>Golden Gate Division                                                                |                     |                                                           |                              |
| CIVIL SERVICE CLASSIFICATION TITLE<br>Office Technician (Typing)                                                    |  | BARGAINING UNIT<br>R04                                                                          | TENURE<br>Permanent | TIME BASE<br>Full-Time                                    | INTERMITTENT HOURS PER MONTH |
| POSITION NUMBER<br>388-301-1139-018                                                                                 |  | CURRENT DATE<br>08/08/2022                                                                      |                     |                                                           |                              |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  | CONFIDENTIAL DESIGNATION<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |                     | FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY |                              |
|                                                                                                                     |  | APPROVED BY                                                                                     |                     |                                                           | DATE                         |

### FUNCTION OF POSITION

Under the general direction of the Investigative Services Unit (ISU) Lieutenant, the Office Technician (Typing) is responsible for performing clerical functions, providing assistance and back-up for the Salvage Vehicle Program Office Technician (OT) for the Investigative Services Unit.

### SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the ISU Coordinator (Lieutenant). However, direction and assignments may also come from the ISU Administrative Sergeant.

### SUPERVISION EXERCISED

N/A

### WORKING CONDITIONS

The work environment is a standard, climate-controlled office environment. The employee will be assigned a cubicle workspace inside a shared office.

### SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

### PERCENTAGE OF TIME PERFORMING DUTIES

#### **Essential Functions**

- |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45% | Management Information System (MIS) entry of located/impounded information in Stolen Vehicle System (SVS); data entry of arrest/citations; Access SVS, California Department of Motor Vehicles (DMV), California Department of Justice (DOJ), and National Crime Information Center (NCIC) records as needed; process and file misdemeanor, felony, and business inspection case files, create physical files for misdemeanor and felony cases, process and file warrant services, misdemeanor, and felony cases generated by ISU investigators, reconcile CHP 180s, Vehicle Report, and mail CHP 180 notifications, purge files ant the end of retention period. |
| 40% | Perform timekeeping duties for Unit personnel to include data entry; reconciliation of hours; overtime reports; process travel expense claims and miscellaneous files. Type and process semi-annual operational reports; gather collate monthly activity reports; compile, process, and distribute monthly statistical reports from Area CHP 136E's, Vehicle Theft Report. Maintain unit rosters, reference lists; including but limited to; equipment, phones, vehicles; process equipment and supply requisitions.                                                                                                                                              |
| 5%  | Answer all incoming telephone calls for the Unit; respond to general information inquiries pertinent to Unit operations; take and relay messages for Unit personnel; take information related to asset forfeiture and tax seizure cases. Process incoming and outgoing mail. Implement 10851, Vehicle Theft, Award Program and liaison with California State Automobile Association (CSAA) and Allied Agencies.                                                                                                                                                                                                                                                   |
| 5%  | Maintain general specialized Unit files; coordinate Unit copier, FAX, and miscellaneous equipment repair/maintenance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

#### **Non-Essential Functions**

- |    |                                                                  |
|----|------------------------------------------------------------------|
| 5% | Other job-related duties within the scope of the classification. |
|----|------------------------------------------------------------------|

DUTY STATEMENT

Office Technician (Typing)

CHP 129 (Rev. 5-19) OPI 052

388-301-1139-018

|       |      |  |
|-------|------|--|
| 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 |
| Michael Ball, Lieutenant |                        |      |