STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Santa Ana Area/Clerical	Border Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Office Assistant (Typing)	R04	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-675-1379-018	08/11/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the general supervision of the Office Services Supervisor I (Typing), the Office Assistant (Typing) is responsible for the processing and data entry of CHP 215 Notice to Appear, citations. The position will also be cross-trained to maintain office function on: arrest records, accident records, towed vehicle reports, subpoenas, ordering supplies, time keeping, and miscellaneous duties, as required for the Border Division, Santa Ana Area office.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Busy office environment, sitting at work stations for long periods of time, extended computer usage for up to 8 hours, repetitive motion of hands, wrists and neck for computer use and busy phones

SPECIAL PERSONAL CHARACTERISTICS

A high degree of initiative, independence, and attention to detail. A demonstrated interest in assuming increasing responsibility. Ability to multi-task.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
45%	Processes CHP 215, Notice to Appear, citations, both non-automated (paper), and automated Statewide Automated Citation System (SACS), CHP 411, Notice to Correct and Proof of Service, CHP 239, Notice to Defendant/Proof of Service forms. Processes all dismissed, voided, lost or stolen citations. Processes commercial citations, including those for other Area offices. Processes all CHP 281, Notice to Correct. Processes all citations returned for correction from Area staff.
20%	Organizes and files all paper citations, along with CHP 411s. Enters and processes CHP 215A, Assignment of Notice to Appear in the Citation Log Book. Files completed books in archive as required by retention guidelines. Processes all citations returned by the Post Office.
15%	Performs data entry tasks such as verifying accuracy of CHP 215s prior to entering into the California Law Enforcement Telecommunications System/Management Information System (MIS). Prints out and checks MIS Daily Transaction Report, making all necessary corrections. Assists the public with questions concerning lost citations and provides certified copies of the citation, when needed. Assists the courts with questions concerning any citation, whether it is a paper citation or an automated one located in SACS.
10%	Answers incoming telephone lines and assist customers as needed. When appropriate, transfer callers to other employees or allied offices as needed.
5%	Assists with being able to cross-train with other clerical positions such as in arrest records, collision desk, towed vehicle reports, subpoenas, ordering supplies, time keeping, miscellaneous reports, and assisting co-workers, as needed by the Area office.
	Non-Essential Functions

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