STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Temecula Area / 685	Border			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Office Assistant (Typing)	R04	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-685-1379-007	03/05/2026			

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 duties of front counter/receptionist desk, serves as the Area's Accident Records Clerk and Area's CHP 180, Vehicle Report Clerk, which includes entry of vehicle information into databases and processing reports for vehicle storage, vehicle impounds, stolen vehicles, recovered vehicles, and locations of vehicles. To further increase the knowledge base of other positions and increase general efficiency, the employee in this position may anticipate cross training. The Office Assistant (Typing) will provide general support to the Area office, as needed for the Temecula Area in Border Divsion.

SUPERVISION RECEIVED

The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor I (Typing.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
40%	Serves as receptionist and answers, screens, and directs telephone calls to Area office employees; answers inquiries from the public via telephone and in person. Takes messages and routes them to appropriate personnel staff, if applicable. Greets visitors and maintains the visitor sign-in log. Handles all incoming calls regarding accident reports and/or photo requests, which consist of calls from involved parties, drivers, passengers, property owners, insurance companies, attorneys, family members, allied agencies and all person of interest. Runs reports in the Crash Manager database and provides traffic collision report numbers to the parties of interest. Schedules vehicle identification number and child safety seat installation appointments. Prepares quarterly order and submits to Supply Services Unit. Upon receipt of supplies verifies shipment for any discrepancies and stocks inventory.
30%	Processes and maintains traffic collision and counter reports for the Area office; makes copies, assembles for distribution, distributes, and files all mail requests and counter reports. Processes written requests for reports, photographs, and other documents; determines and locates if the requesting party has a proper interest in the items being requested, or requests reproduction; collects proper funds. Processes and receives counter sales of accident reports and miscellaneous items, and reconciles daily cash fund to ensure all funds are accounted for. Maintains the CHP 555, Traffic Collision Report, file. Enters the original counter reports in to the Area Information System (AIS) and files the original reports. Copies counter reports and sends copies of each report to County Roads. Scans copies into AIS for electronic copy and ensures reports are purged according to the retention schedule. Processes and disseminates all incoming faxes, sorts, weighs, stamps, and bundles outgoing mail and makes mailing labels, as needed. Routes interoffice mail, copies, scans, and/ or faxes materials, as requested.
15%	Processes CHP 180, Vehicle Report, forms, which include vehicle storage, vehicle impounds, stolen vehicles, recovered vehicles, and locations of vehicles. Maintains and enters CHP 180 information in to the California Electronic Record Tracking (CERT) to verify if information is correct, such as license plates, the registered owner, and addresses. Mails notices to the registered and legal owners. Contact owners of recovered vehicle by mail and or telephone, Assigns felony

	numbers, if applicable, in the Microsoft Excel database and file, as required. Enters information from the CHP 180 forms into the CERT. Audits CHP 180 forms to ensure all information was accurately entered. Sends second party correction notices through CERT for towed, impounded, or stolen vehicles by typing a " change needed" message in CERT or notifying dispatch to correct CERT. Relieves and serves as a back-up to other clerical position, as necessary, which includes but is not limited to attendance clerk, arrest clerk, citations clerk, subpoena clerk and other clerical support staff duties.
10%	Weekly processing of Public Records Act Requests on the CHP 520, Area Public Records Act Request Log. Completes a CHP 370C, Public Record Act Requests, and faxes Public Arrest Logs to approved vendors. Completes required quarterly CHP 520 report and routes through Division.
	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