STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
El Centro Area	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			
388-625-1379-006	10/13/2026			
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 (Typing), the Office Assistant (Typing) is responsible for providing clerical support to assist workload requirement of the Clerical Unit for the El Centro Area.

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 Commander, Area Lieutenant, and/or Area Sergeants.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
50%	Collect, review for accuracy, and process CHP 180 Vehicle Report, which include vehicle storage , vehicle impounds, stolen vehicles, recovered vehicles and locations of vehicles. Mail notices to the registered owners and legal owners. Contact owners of vehicles reported stolen by mail and/or telephone. Process and track suspense file for incoming and outgoing CHP 180B, Vehicle Follow Up. Maintains filing system by sorting and filing all CHP 180, adhering to retention schedule. Which include vehicle storage, recovered vehicles, stolen vehicle and CHP 180B. Complete monthly reports by entering data for Division, including the CHP 729, Uniform Crime Report (UCR) which is now NBIRS through Mark43 program. Process the National Crime Investigation Center (NCIC) Validation Reports for the Department of Justice, and the CHP 136E, Vehicle Theft Report. Updates and maintains Stolen and Felony/Recovered Logs.
40%	Answer telephones; assist walk-in customers and provide assistance to Special Duty personnel in assisting the public as needed. Assist the public in sale of arrest and traffic collision reports. Process daily/weekly receipts and cash drawer balance. Prepare the weekly CHP 230, Transmittal Record, itemize the transmittal weekly, visits bank to deposit cash sales and forward to Cashiering Unit for processing. Verifies incoming office supply orders and matches with packaging slips for each order to ensure accuracy and stocks and places items away. Checks the outgoing trays in the sergeant's office throughout the day for daily work, ensures paperwork is properly processed and distributed to the appropriate personnel. Process monthly CHP 471, Monthly Copier Report. Tracks and orders copier supplies. Maintains office machines ensuring necessary supplies are on hand and arranges for repair when necessary. Removes all incoming faxes and copies and distributes all faxes in a timely manner. Order and maintains all Fed Ex supplies. Sorts weigh stamps and bundles incoming and outgoing mail and makes mailing labels as needed. Ensures all filling cabinets are unlocked before the start of the work day and locked by the end of the day.
	Non-Essential Functions
5%	Provides coverage for the clerical office when staff members are absent and assists with clerical duties and workload as needed.

5%	Performs other job related duties, within 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