

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of Criminal Investigations		DIVISION Office of Assistant Commissioner, Operations			
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-008-1139-XXX		CURRENT DATE 10/16/2026			
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 direction of the Administrative Assistant Lieutenant, the Office Technician (Typing) is responsible for maintaining timekeeping records; operating a personal computer for correspondence and report creation, data entry, and updating documents; tracks and stocks office supplies; and provides general clerical support coordinating and assisting with investigative casework, caseload, and functions for the Office of Criminal Investigations (OCI).

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Administrative Assistant Lieutenant. However, direction and assignments may also come from the Assistant Chief or other managers and supervisors in the OCI.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

35%	Formats in compliance with Department policies and edits for proper grammar/punctuation a wide range of correspondence and select weekly, monthly, quarterly, and annual reports produced by the section for Division and headquarters; as directed, independently composes recurring reports in compliance with departmental reporting periods; creates, updates and maintains various section logs; and, as directed, prepares confidential correspondence. Prioritizes, coordinates, processes, logs, and routes a variety of physical and digital materials and projects; maintains a chronological filing of all projects completed and/or approved by the OCI. Provides general clerical support coordinating and assisting with investigative casework, caseload, and functions for the OCI.
25%	Schedules appointments and meetings for OCI and other OCI personnel and prepares pertinent support material. In addition, manages all Management's calendar to ensure events, meetings, and activities to ensure no overlaps and coordinates meetings with various management personnel and outside agencies.
15%	Serves as the OCI's supplies clerk: maintains office supply inventory, orders supplies and equipment, uses the Cal Card for purchasing, and assists with the command inventory process; ensures guidelines are met regarding purchase restrictions; receives supply and equipment deliveries and processes related invoices; maintains the section's purchasing records; and coordinates section copier maintenance/service calls.
10%	Serves as the OCI's timekeeper: reviews and processes Monthly Attendance Reports (CHP 71s); tracks and reviews the section's Daily Field Record (CHP 415s) on the Automated Timekeeping System (ATS); ensures all attendance reports are turned in before their appropriate cutoffs; and, reconciles all monthly overtime.
5%	Processes and distributes incoming and outgoing mail; arranges travel and files and maintains record of all section travel expense claims; and, serves as the liaison to section personnel for administrative matters. Receives and screens confidential telephone calls, providing information to callers and directing calls to the appropriate party or offices.

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Office Technician (Typing)

388-008-1139-XXX

5%	Maintains all OCI confidential files and personnel files (to include health, dental, and vision records), general files, and bulletin boards; and, performs annual maintenance of general files according to retention periods and archival storage.
	<u>Non-Essential Functions</u>
5%	Performs other job-related duties 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
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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
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