

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Santa Fe Springs Area / 550		DIVISION Southern			
CIVIL SERVICE CLASSIFICATION TITLE Office Technician (Typing)		BARGAINING UNIT R04	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-550-1139-003		CURRENT DATE 10/20/2026			
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 direction of the Office Services Supervisor II (General), the Office Technician (Typing) is responsible for performing duties assigned below and provide general clerical support for the Santa Fe Springs Area.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor II (General). However, direction and assignments may also come from the Lieutenant and Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Monday through Friday. 8:00am to 5:00pm, except state holidays.

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility. Excellent interpersonal skills; the ability to professionally interact with co-workers, Area management staff, and the public. Excellent time management and organizational skills; a good working knowledge of departmental computer programs; excellent attendance, punctuality and dependability, with a strong work ethic; and ability to multi-task.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

40%	Maintains and enters data into the Area's invoice tracking log. Scans and uploads all invoices into Financial Information System for California (FI\$Cal). Copies and files all invoices in the Area's files. Routes all hard copy invoices to Fiscal Management at the end of each month. Maintains Personnel and Injury folders with updated information. Sends out Personnel folders to another Area when officers transfer. Maintains annual and probationary review suspense files, transmits completed reviews to personnel files and maintains a tracking log. Tracks, processes and files STD 270, Vehicle Accident Reports and CHP 208, Accident Prevention Reports. Processes the weekly CHP 230, Transmittal Records; reviews, proofreads, copies and mails of all outgoing correspondences, memorandums, letters and forms for completeness.
25%	Health Benefits Coordinator for the Area. Independently assists all employees with health benefit questions. Completes all health, dental, vision and insurance benefit forms of behalf of the employees. Copies and routes forms to Employee Benefits Unit. Copies and distributes CHP 121/CHP 121A, Employer's Report of Occupational Injury or Illness and maintains the Area's CAL-OSHA log and injury files. Updates the employees CHP 442, Individual Accident, Injury, and Safety Recognition Record. Processes and files Family Medial Leave Act packages.
20%	Initiates, composes and prepares requisitions through FI\$Cal and submit through proper channels. Generates CHP 41, Supply Requisition by printing and distributing quarterly requisition request book for the skilled officers, supervisors, auto technicians and clerical. Orders and maintains inventory of quarterly supplies, including all CHP forms. Prepares and orders requested Procurement Card (P-Card) purchases and process the CHP 317, P-Card log. Compilation and processing of the annual equipment budget order.
5%	Makes travel arrangements for all Area personal including the Area Commander and Lieutenants. Scans and uploads CALATERS (travel claims) into FI\$Cal after management approves them. Files all CALATERS for the Area files. Processes X-Number Service Orders.
5%	Receives, time-stamps, opens and distributes all incoming and inter-office mail to the appropriate staff, maintains and updates Area rosters and organizational charts, and staffing reports. Answers incoming calls and routing calls to the appropriate staff. Performs Office Assistant desk duties on a limited basis if necessary.

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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.

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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