STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Southern Division Investigative Services Unit (ISU)	Southern Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Office Technician (Typing)	R04	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-501-1139-013	10/27/2026			

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 direction of the Office Services Supervisor II (General), the Office Technician (Typing) is responsible for a variety of clerical duties, and consistently exercise a high degree of initiative, independence, and originality in performing the assigned tasks for the Southern Division Investigative Services Unit (ISU).

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/or Commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

The Office Technician will be required to do their duties primarily from the seated position in an environment which is climate controlled and is exposed to natural and artificial lighting in a multi-floor building.

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility with minimal supervision. Exercises a high degree of initiative and attention to detail. Has an outstanding sense of professionalism and ability to work in a team environment.

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
25%	Processes monthly, quarterly, and annual reports for the Command. Emails documentation to the appropriate Office of Primary Interest (OPI) and scans paperwork into area files. Responsible for maintaining and updating personnel rosters, phone extension list, and pay warrant log.
15%	Maintains all contract invoices and X-number packages within the various units in the command. Verifies all contract services are within the scope of work and time frame outlined in the contract. Using Excel, tracks budget expenditures for each contract to ensure usage stays within the scope of monies allocated. Ensures all invoices and X-number packages are accurate with proper documentation. Requests for a Purchase Order (PO) are uploaded into the Financial Information System for California (FI$Cal). Once a PO has been generated, acquires approval for invoices to be uploaded into Fi$Cal for payment processing. Forwards a copy of approved invoices to Division for contract maintenance on a monthly basis.
15%	Completes monthly reconciliation of Procurement Card (P-Card) for five P-Card holders in ISU. Prepares CHP 317, CalCard Log and gathers invoices for reconciliation into FI$Cal. Ensure each vendor provides CHP 28, Voluntary Statistical Data; CHP 78S, Conflict of Interest and Confidentiality Statement-Employee; CHP 78V, Conflict of Interest and Confidentiality Statement-Vendor; CHP 116, Darfur Contracting Act Certification; STD 21, Drug-Free Workplace Certification and STD 204, Payee Data Record.
15%	Responsible for issuing subpoenas to officers. As subpoenas are sent to the office, emails subpoenas to officer and their immediate supervisor for acknowledgment. Using Excel, enters served subpoenas into subpoena log. Collects monies for civil subpoenas for fiscal processing. Ensures completion of CHP 90, Report of Court Appearance - Civil Action by officers attending a civil case. Acts as a liaison between attorneys and officers for hearing dates or continuances.
10%	As a shared duty, works with the Salvage Vehicle Identification Number (VIN) Program coordinator to perform administrative operations with Investigative Services Unit, Southern Division Area offices, CHP Inspectors and Supervisors. Responsible for coordinating and scheduling Salvage VIN appointments.

10%	Provide phone coverage for the Unit. Answer phones and provide general information to caller and/or route call to appropriate personnel.
5%	Prepares CHP 230, Transmittal Record on a weekly basis. Verifies that checks balance with receipts that were generated for the specific transmittal period. Updates log to account for weekly transmittal as outlined in Department's policy and procedures.
	Non-Essential Functions
5%	Perform other job related duties, within scope of 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