STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Newhall Area	Southern			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Office Assistant (Typing)	R04	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-540-1379-011	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 supervision of the Office Services Supervisor I (Typing), the Office Assistant (Typing) is responsible for data entry; processing CHP 215, Notice to Appear – Citations, CHP 281, Notice to Correct Violations, answering telephones and other duties as assigned for the Newhall Area CHP.

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 Sergeants, Lieutenants, and Captain.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
45%	Collects all the citations CHP 215 and proof reads the citations for any errors. Logs into the automated citation device website (SACS) and print out any pending citations. Returns citations CHP 215 to officers to make necessary correction. Enters all citations CHP 215 into MIS Web program for Stats. Checks the MIS Daily Transaction Report for data entry errors and re-enters the citations CHP 215 that were rejected.
20%	Separates citations CHP 215 by courts and mail them to courts for processing. Separates and processes citations CHP 215 with 12500(A) and 14601 violations, runs driving records in California Law Enforcement Telecommunications System (CLETS) of all tickets, attaches printouts and mails out to courts for processing.
15%	Processes and mails CHP 239, Notice to Defendant/Proof of Service to the register owner of the vehicles and file a copy for the records. Processes and mails CHP 411, Notice of Correction and Proof of Service to the violators and file a copy for records. Enters and files CHP 281, Notice to Correct Violations by issuing officers last name. Processes CHP 267, Notice of Parking/Registration Violation to Los Angeles Parking Bureau.
10%	Collects CHP 215A, Assignment of Notice to Appear attached to the citations CHP 215 (25 set), identifies all the citations are accounted for, sign/date and file by Officers name. Purges citations CHP 215; CHP239, Notice to Defendant/Proof of Service; CHP411, Notice of Correction and Proof of Service; and CHP 281, Notice to Correct Violations, according to the retention period.
5%	Answers telephone inquiries and counter traffic. Reconciles daily cash.
	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