STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT		DIVISION			
Altadena		Southern 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			
388-575-1379-001		10/27/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
☐ YES ☑ NO	☐ YES ☑ NO	APPROVED BY			DATE

FUNCTION OF POSITION
Under the general supervision of the Office Services Supervisor I (Typing), the Office Assistant (Typing) is responsible for timekeeping for uniformed employees, overtime tracking, reconciling monthly reports, and back up to subpoena desk for the Altadena 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 Lieutenants and/or Sergeants.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS
A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
45%	Monitors and enters CHP 415 Daily field Records, in the Activity Tracking System (ATS), for uniformed employees. Reviews CHP 415's and supplemental documentation for accuracy. Tracks time worked for pay period and Fair Labor Standard Act (FLSA) cutoff time frames. Prints and reviews attendance screen to compare to Area master schedule and ensure approved schedules are followed accurately. Reviews and corrects errors on attendance records to avoid FLSA overages. Processes and submits CHP 415's for uniformed employees who are on a leave of absence by documenting time correctly and within cutoff deadlines. Maintains personnel records for sick leave and time off; records sick leave usage utilizing CHP 444. Reviews and maintains the CHP 65A, Alternate Work Week Certification - Uniformed, when an employee's shift length changes. Reviews FLSA reports for accuracy to meet internal and external deadlines, which include but are not limited to, the FLSA Non - Reimbursable Monthly Overtime Tracking, Work Period Overtime Reconciliation Report, Reconcile Overtime Report / Special Project Code Reconciliations, Excess Hours Report.
30%	The Attendance Clerk is responsible for processing incoming and outgoing mail for the office. All "incoming" mail received is sorted, opened and time stamped, with the exception of "Confidential" mail which will only be time stamped. After "incoming" mail is processed the Attendance Clerk will distribute and route mail to appropriate Area personnel. The Attendance Clerk is responsible for preparing outgoing mail, by packaging, placing address labels to destination, weighing and applying appropriate postage on letters or packages. All outgoing mail shall be ready for daily pick up.
10%	Electronic submission of forms DS 367, Age 21 and Older Officer's Statement, and DS 367M, Under Age 21 Officer's Statement and DS 427 Notice of Priority, Re-examination of Driver/Request for Regular Re-examination of Driver, using the Department of Motor Vehicles' (DMV) Driver Safety – Law Enforcement Portal.
10%	Cross trains for other clerical desks and provides back-up for those assignments as needed. Performs other Clerical duties as assigned.
	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