STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Marin (350)	Golden Gate 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			
388-350-1379-016	10/30/2026			

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 direction of the Office Services Supervisor I, the Office Assistant (Typing) is responsible for a variety of complex, detailed and sensitive duties for the Marin CHP Area.

SUPERVISION RECEIVED
The Office Assistant (Typing) reports directly to and receives the majority of their assignments from the Office Services Supervisor I. However, direction and assignments may also come from the Area Lieutenant .

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Professional office environment. Working a schedule of Monday through Friday, 8:00 AM to 5:00 PM.

SPECIAL PERSONAL CHARACTERISTICS
A team player with excellent attendance, interpersonal and communication skills. A demonstrated interest in assuming increasing responsibility and the ability to work independently with minimal supervision.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
50%	Review and process all CHP 215 citations for correct information, including cross referencing the California Vehicle Code. Return 215s requiring corrections to Officers for completion of a CHP 411, Notice of Correction. Process and complete CHP 215s, Continuation of Citations, to various courts and violators. Process and complete citations in the SACS, Statewide Automated Citation System. Follow retention period of 1 year before purging CHP 215s. Process and complete citation log sheets in hard copy. Keep a log record of citation booklets as an Excel spreadsheet and update regularly. Process and complete CHP 411, Notice of Correction and Proof of Service, documents for courts and violators. Process and complete CHP 281, Notice to Correct, documents for courts and violators. Keep a log record of CHP 281s on an Excel spreadsheet and update weekly. Follow retention periods of 6 months to 1 year before purging CHP 281s. Process and complete parking citations and send to Data Ticket Processing Center. Follow retention periods. Maintain a proper inventory of all enforcement related documents.
40%	Process STD 270, Vehicle Accident Report, documents and send to the Office of Risk Management. File documents within Area in the employee's medical file and and follow the retention period of four years. Process CHP 208, Traffic Prevention Report, documents and CHP 555, Traffic Crash Report, documents and send with the STD 270 and CHP 442 through the Division Portal. Process and complete the CHP 442, Individual Accident, Injury and Safety Recognition Record, when required and send through the Division Portal. Update and file a copy of the Officer's CHP 442 in their Medical File. Process CHP 121 (occupational injury) packets and route to SCIF and Injury Case Management Unit at headquarters. CAL/OSHA 300: Complete annually and maintain a digital copy that's updated throughout the year (retention period of five years and file a copy in employee's medical file). Complete the quarterly meter reading requirements for the Smile BPI copy machines.
	Non-Essential Functions
5%	Cross train on other Office Assistant desks in Clerical and fill in when necessary, due to absences.

5%	Assist with answering phones, properly screen and route calls, and take messages when personnel are unavailable.
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