STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Departmental Training Division	Departmental Training 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			
388-090-1139-XXX	09/03/2026			
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 direction of the Departmental Training Division (DTD) Administrative Lieutenant, the Office Technician (Typing) is responsible for working independently, with minimal supervision, in a highly confidential environment, and the coordination of clerical and administrative activities for the Division.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Administrative Lieutenant. However, direction and assignments may also come from the Assistant Chief and Chief.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Works in a professional, climate-controlled office environment utilizing standard office equipment and technology, with frequent interaction and collaboration with Departmental personnel.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated interest in assuming increasing responsibility; ability to maintain confidentiality, handle sensitive information, and exercise discretion; professional, dependable, with positive attitude; strong work ethic, with attention to detail and accuracy.

PERCENTAGE OF TIME PERFORMING DUTIES	Essential Functions
30%	Provide a full range of clerical and administrative support services to Division staff, including records management, data entry, and other special projects in support Division operations. Utilize Department-supported software applications and automated systems to efficiently perform administrative, personnel, and records management functions, including, but not limited to, SharePoint, Adobe Acrobat (PDF), Microsoft Word, Excel, and Outlook. Prepare, review, edit, and finalize a variety of administrative documents, correspondence, reports, and other written materials. Ensure accuracy, completeness, proper formatting, and compliance with departmental standards by verifying information, correcting errors, and resolving discrepancies prior to distribution. Maintain and update Division logs, rosters, employee contact lists, distribution lists, and other administrative records to ensure information remains accurate, current, and readily accessible. Electronically distribute reports, correspondence, and other Division communications in a timely and accurate manner to Division staff, commands, and other Department offices. Identify, assign, and monitor recurring reports (e.g., weekly project status reports) and other actions requiring follow-up through the Project Tracking Log. Monitor due dates, coordinate with assigned staff, and ensure timely completion and submission of required assignments. Maintain, safeguard, and manage personnel field folders, confidential employee records, and medical files in accordance with departmental policies, confidentiality requirements, and records retention guidelines. Monitor Communications Network announcements, notifications, and other Department communications, and disseminate timely and accurate information to Division staff and commands to support awareness and compliance with Department requirements. Receive, sort, process, and distribute incoming mail and correspondence received by the Division. Ensure documents are routed promptly to the appropriate staff, maintain records of mail distribution as required, and update the Project Tracking Log accordingly. Serve as the primary receptionist for the Division by greeting visitors, determining the purpose of their visit, notifying appropriate staff of their arrival, escorting guests as needed, and maintaining a professional, courteous, and welcoming office environment. Provide exceptional customer service by answering and directing telephone calls, responding to inquiries, taking and relaying messages, and providing accurate information to Department employees, management, allied agencies, and members of the public in a timely and professional manner. Coordinate travel arrangements for the Division Chief and Assistant Chief, including airline reservations, lodging, and transportation. Prepare and process travel requests, travel advances, reimbursements, and support documentation while maintaining travel records in accordance with departmental policies and procedures. Schedule and coordinate meetings for Division staff by managing calendars, coordinating participant availability, preparing meeting materials, reserving conference rooms and other facilities, and providing administrative

	support to ensure meetings are conducted efficiently and effectively.
15%	Serve as the DTD Timekeeping Coordinator by maintaining accurate attendance and leave records; tracking, reviewing, and processing monthly overtime reports and related documentation; and ensuring Division personnel comply with departmental timekeeping policies and procedures. Function as the Division Benefits Coordinator by assisting personnel with benefits-related inquiries, processing benefits documentation, and maintaining accurate and up-to-date records. Provide timely and accurate guidance to Division personnel regarding timekeeping, overtime, benefits, leave, and other administrative processes. Maintain confidential personnel, payroll, and benefits records in accordance with departmental policies and confidentiality requirements. Maintain Division staff schedules, calendars, and leave records; coordinate and administer the annual vacation sign-up process to ensure adequate office coverage; and prepare and distribute monthly staffing and leave updates. Maintain an organized, professional, and efficient Division office environment to support daily operations and provide quality customer service to Division personnel and visitors.
15%	Retrieve payroll warrants, reimbursement checks, training checks, and other financial documents from the Cashiering Unit and ensure timely distribution to authorized recipients. Coordinate and process CHP 50, Request for Out-Service Training, packages; review and maintain employee training requests, registration documentation, and supporting materials. Process, scan, and distribute training-related checks to the appropriate commands, and maintain accurate training records, including CHP 50A, Evaluation of Out-Service Training, forms. Receive, review, and process incoming requests from field offices by determining appropriate routing, tracking request status, and ensuring timely follow-up and completion. Coordinate and maintain the Division pool vehicle calendar by scheduling vehicle usage, confirming availability, updating reservations, and ensuring proper documentation of vehicle assignments. Reconcile monthly fuel usage reports by reviewing fuel receipts and usage logs, verifying accuracy of recorded information, identifying discrepancies, and ensuring supporting documentation is complete and maintained.
10%	Coordinate DTD's occupational safety program by maintaining safety records and ensuring compliance with departmental and regulatory requirements. Maintain and reconcile occupational safety files and reports received from Division commands, including, but not limited to, the CHP 120, Off Full Duty Status Report; the quarterly CHP 113, Injury and Collision Report; and the semiannual CHP 113A, Safety Inspection Checklist. Prepare and complete the CHP 120, CHP 113, and CHP 113A for Division. Disseminate occupational safety information to Division personnel and coordinate Division Occupational Safety Committee meetings by scheduling meetings, preparing agendas and supporting materials, attending meetings, documenting discussions and action items, preparing accurate and timely meeting minutes, and distributing approved meeting minutes to appropriate staff. Prepare the annual Cal/OSHA 300 Appendix A, Log of Work-Related Injuries and Illnesses, for the Division, and reconcile the annual Cal/OSHA 300 Appendix B, Annual Summary of Work-Related Injuries and Illnesses, submitted by Division commands. Monitor and track required occupational safety inspections, ensure inspections are completed by established due dates, document results, verify supporting documentation is complete and accurate, and prepare inspection packages for management review in accordance with departmental policies, regulatory requirements, and compliance standards.
10%	Maintain oversight of DTD personnel evaluations by maintaining schedules, notifying supervisors of upcoming due dates, and ensuring required evaluations are completed and submitted in a timely manner. Monitor and track mandatory training compliance for Division staff and commanders, notify personnel of upcoming or overdue training requirements, and assist in ensuring compliance with departmental training mandates. Maintain accurate and up-to-date training files, records, logs, and related documentation. Enter, update, and verify training information within the Electronic Training Records System (ETRS), generate reports as requested, and ensure training records are accurate, complete, and maintained in accordance with departmental policies, procedures, and records retention requirements.
10%	Coordinate the Division bill analysis process by receiving, tracking, distributing, and maintaining legislative bill analyses. Monitor established due dates, coordinate completion and review of assigned bill analyses, and ensure timely submission and approval through the DTD chain of command to the Office of Special Representative.
5%	Maintain office and operational supply inventories by monitoring stock levels, tracking usage, ordering supplies, and ensuring adequate inventory is available to support Division operations and business needs. Function as the primary Procurement Card (P-Card) holder for the Division by coordinating authorized purchases, monitoring expenditures, obtaining and maintaining required supporting documentation, maintaining detailed transaction records, reconciling monthly statements in Fi$Cal, and ensuring purchases comply with departmental purchasing policies and fiscal accountability requirements. Prepare and maintain the annual Division inventory report by compiling inventory data, verifying accuracy of records, reconciling discrepancies, and ensuring required documentation is complete and submitted in accordance with

	departmental requirements.
	Non-Essential Functions
5%	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