STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Oroville Area	Valley			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Office Assistant (Typing)	R04	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-240-1379-004	07/13/2026			

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 answering telephone calls, providing general clerical office support, and processing documents and reports for the Oroville Area Office.

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 Area Sergeants and/or Lieutenant.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

The Office Assistant (Typing) works in an open office setting under artificial lights, with frequent contact with the public.

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility. Adaptable, punctual, tactful, and able to maintain confidentiality. The ability to multi-task and prioritize, with excellent organizational and time management skills. Possess a high degree of initiative and the ability to work with minimal supervision.

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
30%	Accurately and timely processes Vehicle Reports (CHP 180) including stolen, recovered, embezzled, stored, and impounded vehicles in the CLETS Electronic Record Tracking (CERT) system. Make telephonic notifications and send vehicle notices to registered/legal owners as required. Log information into the 180 tracking log. Enter Uniform Crime Report (CHP 729) into the United Crime Reporting (UCR) database for the end of month report of stolen and recovered vehicles. Process and validate all outstanding stolen vehicle reports on the National Crime Information Center (NCIC) Validation Report. Prepare and send unrecovered stolen vehicle letters to registered and/or legal owners and updates NCIC in CERT as required by DOJ. Complete and submit Vehicle Theft Report (CHP 136E). Prepare labels and file vehicle reports. Maintain files for easy retrieval and purge according to departmental retention schedule. Enter citations (CHP 215) into Statewide Automated Citation System (SACS) Web according to departmental policies and procedures. Process Notice of Correction and Proof of Service (CHP 411) forms as needed.
30%	Back up Office Assistant (Typing) as needed with the following: Arrest-Investigation/Warrant Arrest/Damage on State Property (STD 99) Clerk. Review and respond to Public Records Act (PRA) requests according to departmental policies and procedures. Process all Driving Under the Influence (CHP 202), Arrest-Investigation (CHP 216), and Warrant Arrest reports with attention to detail and minimal errors. Enter reports into Area Information System (AIS) database, assign log numbers, and update status of Valley Toxicology results and court disposition information as needed. Run and review driver licenses, vehicle registrations, and/or criminal history records as required. Review reports for accuracy and necessary documentation including but not limited to vehicle registration histories and Computer Assisted Dispatch (CAD) log and prepare reports for submission to the District Attorney's (DA) office for court proceedings. Track Incident Response Reimbursement Statements (CHP 735) utilizing DUI Cost Recovery Program case log (CHP 735A) and complete submission. Process, track, and file Report of Crime or Criminally Caused Property Damage on State Property (STD 99). Issue counter receipts as instructed. Assist in preparation and submission of Transmittal Record (CHP 230) as needed.
20%	Serve in an office receptionist capacity. Courteously and professionally answer incoming telephone calls from the public, other Area offices, and allied agencies. Obtain pertinent information in order to direct calls to the appropriate Area personnel, provide information, and/or assist using available resources. Assist vendors with deliveries; process mail; accept and sign for incoming mail and/or packages. Schedule appointments as appropriate. Assist with stocking and ordering

	office supplies. Assist in maintenance of multi-functional copier and printers, and stock with associated supplies, toner, and paper.
10%	Responsible for various cashiering and sales duties, including collision reports, stored vehicle reports, and publications; ensure reports are only provided to appropriate parties as outlined in policies. Update and post subpoena tracking log according to Area Standard Operating Procedures (SOP) and ensure timely notification of changes in subpoena disposition to affected personnel. Ensure accuracy and timely completion of all reports.
5%	Back up to the Office Services Supervisor I (Typing).

Non-Essential Functions

5%	Perform 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