STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Westminster Area	Border 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			
388-670-1139-001	10/21/2026			

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 direction of the Lieutenant, the Office Technician (Typing) is responsible for understanding the more complex database concepts and computer programs used in the Orange County Court system. Prepares all correspondence for Public Record Act requests, discovery request records, and custodian of records responses. Also, works within the state financial information system reconciling and submitting for goods and services for the Administrative Unit in the Westminster Area office.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	
	Essential Functions
40%	Responsible for reviewing and processing all health benefits within the area office. Managing open enrollment, executing dependent re-verification, and processing qualifying life events. Coordinates with headquarters analysts to ensure all health benefit documentation is accurate and submitted on time. Serving as the primary point of contact for all inquiries regarding premium rates and plan updates.
30%	Responsible for utilizing the Financial Information Systems for California for requisitioning and receiving goods and services, completing status checks, and reconciling Procurement Card purchases. Enters all accounting codes for expenditure types and funding, prepares the requisition for approval and delivery. Submits invoices in DocDepot for receipt of goods and/or services. Researches and obtains quotes for all necessary repairs/services and office supply orders. Keeps all Fiscal Year purchase orders available for payments of goods and/or services updated annually.
15%	Reviews all incoming Public Records Act requests and completes a CHP 370C, Public Records Act Requests, weekly as required. Reviews the items/documents requested by the party and seeks advice from the Office of Risk Management, Public Records Unit, as necessary. Ensures all laws and policies are adhered to when releasing records, including required redactions. Ensures a CHP 190, Application for Release of lnformation, is completed when appropriate. Updates and maintains the CHP 520, Area Public Records Act Request Log.
10%	Serves as the back-up to the Office Services Supervisor I (Typing) and will assist the Area with formatting and producing internal command specific documents. Assists with cross-training, assisting coworkers, and serving as back-up for other clerical positions to meet Area needs, as assigned. Assists with all public/allied agency requests, and answers, screens and directs incoming calls.
	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