STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
South Sacramento Area	Valley 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			
388-252-1139-002	10/20/2026			

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 Area commander, the Office Technician (Typing) is responsible for a variety of the most difficult clerical duties, assumes the responsibility of the Area Commander's Secretary and consistently exercises a high degree of initiative, independence, and originality in preforming the assigned tasks. The Office Technician (Typing) will assist the Office Supervisor 1 (Typing) (OSS1) and act as the alternate lead/backup in the absence of the OSS1 (Typing) performing a variety of complex, detailed and confidential duties and provide technical support for the South Sacramento Area.

SUPERVISION RECEIVED

The Office Technician (Typing) reports directly to and receives the majority of their assignments from the Area commander.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
25%	Maintain Area project tracking log. Review incoming/outgoing confidential and non-confidential documents, and/or sensitive documentation or items requiring immediate attention by the commander. Ensure documentation has the required signature/s, and policy is followed with regards to the handling of confidential materials. Screen all incoming telephone calls for the commander and maintain his/her appointment calendar and schedule. Review the commander's incoming mail and route to appropriate staff for action.
15%	Responsible for maintaining sensitive and confidential files, suspense files, and coordinates the retention of all reports and correspondence. Examples would be to process and route outgoing Potential Litigation reports, Vehicle Accident Report (STD. 270), Hazardous Material Incident (CHP407E) including maintaining report files. Maintain and update Accident Injury & Safety Recognition Log (CHP442). Process all incoming public requests which exercise the Public Records Act for the arrests, traffic accidents and any public records upon request.
15%	Responsible for processing invoices from vendors, contractors on a monthly/daily basis and retaining them in the administrative files. Assist vendors and/or Fiscal Management Section in the resolution of billing disputes as necessary. Purchase office supplies as needed and ensure inventory is well stocked utilizing P-Card expenditures. Monthly, reconcile Calcard expenditures and submit to Division for approval.
10%	Open, date-stamp, route all incoming mail to its prospective unit(s). Maintain mail log. Ensure MIS Comm-nets, briefing items are appropriately routed. Distribute, maintain binders for incoming informational bulletins and memorandums for the Area.
5%	Coordinate and process travel expense claims, incoming travel checks, and travel advances. Reconcile expense claims. Maintain the travel expense logs and folders for area personnel.

5%	Review, log, and maintain confidential documents (copies) such as Health Benefits forms and Health and Dental Benefits forms. Also ensures employee requests are forwarded to the Benefits Unit during Open Enrollment or permitting event changes.
5%	Assist the OSS1 (Typing) with the processing of CHP 121, Occupational Injury and Illness Report. At the direction of the OSS1, ensure proper documentation is obtained and reviewed for completeness. Update duty status and ensure documents are routed to the appropriate recipients (i.e, Division, State Compensation Insurance Fund, etc).
5%	Assist with backup duties during the absence of the OSS1 (Typing) (i.e, processing and distributing miscellaneous paper work to the appropriate staff; ensuring all necessary clerical tasks are completed; providing leadership and guidance to clerical employees; and ensuring adequate coverage).
5%	Backup for maintaining Petty Cash Box; dispense and log incoming/outgoing eligible expenses. Reconcile and submit Petty Cash Reimbursement (CHP 264) to request for reimbursement.
5%	Back up for processing or completing Public Record Acts requests.
	Non-Essential Functions
5%	Perform other work-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