STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# DUTY STATEMENT

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

| COMMAND/ORGANIZATIONAL UNIT | DIVISION | | | |
|---|---|---|---|---|
| Blythe Area / 890 | Inland | | | |
| CIVIL SERVICE CLASSIFICATION TITLE | BARGAINING UNIT | TENURE | TIME BASE | INTERMITTENT HOURS PER MONTH |
| Office Assistant (Typing) | R04 | Permanent | Full-Time | |
| POSITION NUMBER | CURRENT DATE | | | |
| 388-890-1379-961 | 11/05/2026 | | | |

| 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 providing clerical support such as processing citations, data entry, answering public and/or allied agencies via phone and/or in person. Maintaining and processing the subpoena and arrest desk. Maintaining and conducting office supply orders, as needed. Processes the weekly transmittal of any monies due for the Clerical Unit for the Blythe Area.

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 Lieutenant, Commander and/or Area Sergeants.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

A demonstrated interest in assuming increasing responsibility.

| PERCENTAGE OF TIME PERFORMING DUTIES | **Essential Functions** |
|---|---|
| 30% | Processes, CHP 215, Notice to Appear, forms which includes proofreading for errors, entering citation data into Statewide Automated Citation System, filing tickets and distributing ticket copies to the court. Creates, maintains, and approves the CHP 215A, Assignment of Notice to Appear, logs in Excel. Compiles and files copies of CHP 215s, reconciles the citation books and files completed books in archives, as required by retention guidelines. Processes voided citations through the area Commander. Initiates, processes, submits CHP 411, Notice of Correction and Proof of Service, forms and files, for incorrect dates, addresses, and errors of omission. Assists the public with questions concerning lost citations and provide them, when applicable with copies of the citation. Assists the court with any questions regarding any citations. Reviews, processes, files and purges CHP 281, Notice to Correct Violation, and corrections received per office retention guidelines. Responds to telephone inquiries pertinent to time extensions and extend time limits for correction following established policy and procedure. Prepares and processes CHP 239, Notice to Defendant / Proof of Service Owner's Responsibility, forms. |
| 25% | Answers telephones, assist walk-in customers and provide assistance to Special Duty Officers in assisting the public as needed. Prepares CHP 251, Counter Receipt, for sale of accident reports, related photographs and publications. Prints, receives, processes and files accident reports and photographs. Accepts and processes of civil subpoenas and Public Record Act requests. |
| 20% | Collects review for accuracy and process CHP 180, Vehicle Report, forms, which include vehicle storage, vehicle impounds, stolen vehicles, recovered vehicles and location of vehicles. Separates, organizes and enters CHP 180s information into the California Electronic Record Tracking System (CERT) or Microsoft Access database. Runs the vehicle information though the California Enforcement Telecommunications System (CLETS) to verify if information is correct, such as license plates, the registered owner, legal owner and addresses. Mails notices to the registered and legal owners. Assigns felony numbers, if applicable, in the Microsoft Excel database and file, as required. Enters information from the CHP 180 forms into the Management Information System and CERT. Audits CHP 180 forms to ensure all information was accurately entered. Sends second party correction notices through CERT for towed, impounded or stolen vehicles or notifying dispatch to correct CERT, CLETS or the National Law Enforcement Telecommunications System. Accepts and |

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| | answers telephone inquiries from citizens, allied agencies and other California Highway Patrol areas, including dispatch, regarding the CHP 180 process and/or vehicles. Processes insurance requests for CHP 180's and write up receipts CHP 251 if money is received. |
| 15% | Processes incoming subpoenas for the area office, which includes receiving subpoenas by mail, court liaison, facsimile machine. Distributes all subpoenas to the respective court officer. Prepares CHP 251, for civil subpoenas, tracks CHP 90, Report of Court Appearance - Civil Action, and Witness Fees, along with any additional documentation. Assists with requests for copies of the arrest reports requested by the officer. Assists with the preparation of records in response to Subpoena Duces Tecum and process per instructions. Prints automated court calendar for posting, weekly. Processes arrest report packages, including CHP 202, Driving Under the Influence Arrest - Investigation Report and CHP 216, Arrest Investigation Report. Makes copies and prepares reports for submission to the local courts, the District Attorney's offices, allied agencies and Department of Motor Vehicles (DMV). Maintains complete files of felony and misdemeanor cases and Blood/Drug Department of Justice results. Compiles information necessary for courts, including DMV status and record, accident reports and criminal history. Submits DMV documentation such as, DS 367, Age 21 and Older Administrative Per Se and Temporary Driver License, on a daily basis. Updates status of arrest reports into the Area Information System. Processes cost recovery documentation, CHP 735, Incident Response Reimbursement Statement, forms for officers involved in the arrest of defendants involved in collisions while driving under the influence. Enters CHP 735s into National Information Based Reporting System. Creates and maintains the CHP 735A, Case Log - DUI Cost Recovery Program. Answers telephone calls as necessary and processes the mail, faxes and in-person inquiries relating to arrests. Processes civil subpoena and ensure the witness fees have been collected and a CHP 251 was issued. Processes the CHP 230, Transmittal Record, form weekly and send to Fiscal Management Section - Cashiering Unit. Purges subpoenas per the designated record retention period. |
| 5% | Processes, uploads and files invoices for payment, create and maintain Excel tracking logs. Processes, tracks and files CHP 078X, X Number Service Order, forms and documentation. Coordinates with area personnel to ensure adequate supply of items from Supply Services, prepares and processes quarterly Supply Services requisitions. Prepares and meters outgoing mail, maintains mail meter and adequate postage. Assists in training room setup and clean-up, if necessary. Prepares monthly, CHP 471, Monthly Copier Report, ensures adequate copier supplies are on hand, notify Office Services Supervisor I (Typing), when supplies are needed. |
| | **Non-Essential Functions** |
| 5% | Performs other job-related duties within 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 |
|---|---|---|
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