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 Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Office Services Supervisor I (Typing)	S04	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-240-1148-001	11/12/2026			

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 Area Commander, the Office Services Supervisor I (Typing) is responsible for the supervision of two Office Assistant (Typing) employees, trains and distributes work and personally performs the most complex and sensitive work for the Oroville Area.

SUPERVISION RECEIVED

The Office Services Supervisor I (Typing) reports directly to and receives the majority of their assignments from the Area Commander. However, direction and assignments may also come from the on-duty sergeant.

SUPERVISION EXERCISED

The Office Services Supervisor I (Typing) provides general supervision, direction, and delegates work to two Office Assistant (Typing) personnel.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
40%	Supervise two full-time Office Assistant (Typing) personnel. Plan, organize and direct assignments. train and cross-train clerical employees. Set priorities to ensure assignments are completed within appointed time frames. Schedule work hours, lunches, breaks, and vacations. Prepare performance appraisals and probationary reports. Prepare non-uniform and Commander's time sheets. Reviews, checks for accuracy, and submits all uniformed CHP 415, Activity Records. Review the management information system (MIS) attendance and FLSA screens for 415 entries and regular days off (RDO)s. Processes uniformed and non-uniformed STD 634's for various absences and records on CHP 444. Works closely with daily schedule to monitor and alert scheduling sergeant for FLSA overtime. process all reports via WebMS. Reconciles, prepares and submits all monthly overtime reports including the work period overtime reconciliation report (WPORR), special projects, maintenance zone enhanced enforcement program (MAZEEP), and construction zone enhanced enforcement program (COZEEP).
30%	Monitor and/or prepare weekly, monthly, quarterly and annual reports to ensure that all reports are submitted on time. Maintain suspense files for staff members. Maintain filing system and ensure security of confidential files. Open, stamp, review, and distribute all incoming mail and ensure proper routing of confidential material. Monitors the Commander's out-box and processes it appropriately. Distribute MIS messages to appropriate parties. Prepare and transmit outgoing comm-net messages. Maintain command library and daily administrative filing. Ensure proper retention of files and maintain file/ log of locally produced forms.
15%	Puchase necessary office supplies and prepare quarterly supply orders, purchase requisitions, and X-number service orders. Verify and process invoices for payment. Process Cal Card paperwork, serve as petty cash and change fund custodian, and ensure departmental purchasing procedures are followed. Order supplies, arrange for necessary office machine repairs, and prepare X-numbers for service required. Prepare, obtain money order, and submit weekly transmittal record (CHP 230 report.
10%	Maintain personnel files for all employees, including secondary and medical files. Assist with complaints and adverse actions. Process all health, dental, and other personnel forms. Process all reports involving industrial injuries and

	departmental vehicle accidents. Process travel advance requests and travel claims. Distribute salary warrants.
	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