STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

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

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Fleet Operations Section / Field Operations / Torrance Shop	Administrative Services Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Property Controller II	R04	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-075-1549-002	07/20/2026			

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 direction of the Senior Inspector of Automotive Equipment, the Property Controller II is responsible for the movement of approximately 6,100 inventory items and 1,800 annual transfers/acquisitions/surveys/loans. The Property Controller II performs all duties associated with the receipt, assignment, transfer, loan and survey of vehicles, vehicle equipment, and other facility equipment. The Property Controller II is also responsible for explaining the Department's used vehicle sale bid process to the public; performing sales transactions; and receiving, reconciling and transmitting Torrance office sales proceeds. Assists employees and coordinates with departmental personnel in the absence of the facility supervisor for the Fleet Operations Section, Torrance office.

SUPERVISION RECEIVED

The Property Controller II reports directly to and receives the majority of their assignments from the Senior Inspector of Automotive Equipment.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

Climate controlled office.

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	**Essential Functions**
35%	Responsible for coordinating the exchange of new vehicles to the field and receiving run-out vehicles at the Torrance office. This includes contacting Area auto technicians, reconciliation and processing of transfer forms and credit memorandums to Fleet Operations Section, West Sacramento. Maintain and update vehicle inventory records for utilizing the Department's fleet management information system – FleetFocus.
25%	Coordinate the equipping of new motorcycles and motorcycle equipment items assigned to all southern California Area offices and Divisions. Receive run-out motorcycles and assign new motorcycles. Coordinate motorcycle loaners to Division public affairs officers for use at fairs and demonstrations.
20%	Perform sales transactions; contact bidders to notify them of the outcome of their bid; receive and record payments; prepare title package; and explain vehicle registration procedures to the public. Responsible for the accurate deposit of sales proceeds. Complete, reconcile and route accounting transmittals (vehicle and miscellaneous items sold, purchase price, checks, and receipts).
5%	Verify and reconcile vehicle and motorcycle ownership certificates and bills of sale received from the Fiscal Management Section.
5%	Coordinate the repair and maintenance of the office copier and facsimile machine. Monitor the inventory of office and shop supplies and order supplies when necessary. Assist the Senior Inspector of Automotive Equipment in the performance and maintenance of the annual vehicle, telecommunications, and CHP-tagged equipment inventories.

5%	Answer telephone and public counter inquiries from the public, automobile dealers, allied agencies, and management regarding used vehicle sales. Answer and direct incoming phone calls to office staff. Assist employees and coordinate with departmental personnel in the absence of the facility supervisor. Maintain office personnel files. Perform minor personnel and health benefit functions for the office. Perform general office filing.
	Non-Essential Functions
5%	Perform other 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