

City of Oregon City	Position Description
Position: Police Administrative Support Specialist	FLSA: Non-Exempt & Confidential
Department/Site: Police	Salary Grade: 110

Summary

The principal function of an employee in this class is to provide administrative support to Police Department managers. Also provides administrative support to other department staff. Duties include assisting and acting in a confidential capacity with persons designated to formulate and effectuate managerial policies pertaining to collective bargaining and the administration of the City’s collective bargaining agreement with the Police Employees Association. Duties will also include handling confidential information that relates to employee hiring, discipline and contract administration. Support includes performing varied clerical and administrative duties of moderate difficulty that require a knowledge of office routines and an understanding of the organization, programs, and procedures related to the work of the office with the ability to recognize deviation from accepted practices. The principal duties of this class are performed in a police department office environment.

Distinguishing Career Features

The purpose of this position is to assist the department managers with accounts payable/receivable, payroll, preparation of statistical information for contract bargaining, other administrative tasks and other non-sworn office/administrative duties. The work is performed exercising individual discretion and independent judgement, under the general supervision of a department manager. Normal working hours will be within City business hours of 8am-5pm, Monday-Friday. This is a non-exempt, confidential position.

Essential Duties and Responsibilities

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Provides specialized administrative support including:

- Review and process documents, purchase orders, order and tracking payments, invoices, accounts payable and receivable.
- Prepare and coordinate confidential documents, letters and reports related to employee hiring and discipline.
- General administrative support of department managers to include, but not limited to: response and correspondence; meeting scheduling, agenda preparation, and meeting minutes; and coordination of department events.

- Administrative – personnel including records and confidential information assisting department management with various personnel information and supply lists.
- Assist managers in reviewing, bargaining, and administering the Oregon City Police Employees Association contract.
- Assist persons designated to formulate and effectuate Department policies pertaining to collective bargaining while acting in a confidential capacity, including attendance at meetings to formulate Department bargaining proposals and responses to Police Association proposals.
- Collect comparative and other data to support the Department’s collective bargaining proposals and address Police Association proposals.
- Review outgoing materials and correspondence for internal consistency and conformance to procedures; assures that proper clearances have been obtained, when needed.
- Process timecards and maintain initial scheduling.
- Process and tracks liquor license renewals, applications, and special event approval.
- Order and maintain adequate supply of various office equipment, materials, and forms for the department.
- Act as staff liaison for facility vendors.
- Maintain information regarding Department training and allowances.
- Establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public.
- Keep immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Perform other duties of a similar nature as assigned.
- Must treat all duties and responsibilities in a confidential manner.

Qualifications

▪ Knowledge and Skills

Applicable laws, rules, and regulations and Public administration principles. Requires knowledge of budgeting and recordkeeping principles, Office Management practices, and modern office equipment. Requires skill using the English language, grammar, spelling, punctuation, and proofreading/editing, to prepare professional correspondence. Requires well-developed human relations skills to make present a positive image of the department, convey technical information to others, review performance, and use patience and sensitivity in dealing with angry/hostile/upset customers.

▪ **Physical Abilities**

The position incumbent must typically be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods; manual and finger dexterity to operate a computer and other standardized office equipment, almost constantly requiring repetitive motions; and to move to various City locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

High School Diploma or GED and 3 years' experience working in office administration and customer service or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Associate or Bachelor Degree preferred.

▪ **Licenses and Certificates**

Requires the following:

- Possession of a valid State Driver's License, and safe driving record;
- The ability to pass an extensive background investigation;
- The ability to obtain notary.

▪ **Working Conditions**

Work is performed primarily indoors and occasionally outdoors, where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.