



CITY OF CANNON BEACH

Invites applications for the position of:

Administrative Specialist (full-time)

SALARY: \$21.72 to \$27.73 Hourly

OPENING DATE: 06/4/21

CLOSING DATE: 06/18/21

- Health Benefits (Medical, Dental, Vision)
- PERS Retirement
- Holiday, Vacation and Sick Leave Benefits

POSITION SUMMARY:

The Cannon Beach Police Administrative Specialist works independently and cooperatively with citizens, police officers, code enforcement and other city employees in a variety of clerical duties. The position maintains and processes records and forms in support of the police department, requiring familiarity with department operations, policies, procedures and terminology.

Maintains, prepares, processes, and disseminates police records, per department policy and Oregon Public Records Law. Operates

various technical communications equipment and performs dispatch functions. Work is performed on an assigned shift, without direct supervision. This description is an example only and may include other similar duties.

QUALIFICATION AND SKILLS:

Knowledge, Skills and Abilities

- ✓ Ability to answer questions from the general public regarding department policies, procedures and services.
- ✓ Ability to work independently with minimal supervision while making independent decisions.
- ✓ Ability to function effectively in stressful situations.
- ✓ Renders prompt, tactful, efficient and courteous service to the public.
- ✓ Prepares reports; providing strong oral and written communications to other departments, officials, and the general public.
- ✓ Ability to gather, organize, and coordinate information.
- ✓ Ability to control safeguards and document confidential information.
- ✓ Ability to write detailed police reports with the Cannon Beach Police Department records management system.
- ✓ Ordering and organizing criminal, traffic, and parking citations.
- ✓ Enters, files, and disseminates citations and case reports.
- ✓ Prepares Oregon National Incident Based Crime Reporting System (ONIBRS).
- ✓ Receipts money received for bails, fines, and fees.
- ✓ Prepares claim for payment forms, tracking department expenditures.
- ✓ Communicates on a police radio, while maintaining a radio log.
- ✓ Answers departmental phones, directs calls, and takes messages.
- ✓ Tracks alarm permitting and billing.
- ✓ Maintains the police department Facebook page.
- ✓ Serves as a liaison to local media, regarding public information requests.
- ✓ Receives continued education, regarding records maintenance and standards.
- ✓ Provides court testimony.
- ✓ Performs other duties as assigned.

Special Requirements

- ✓ High School Graduation or GED Certification.
- ✓ Valid Oregon Driver License and a favorable driving record
- ✓ At least 18 years of age
- ✓ No felony convictions or convictions of domestic assault misdemeanor
- ✓ Resident within a 45 minute drive of Cannon Beach city limits
- ✓ Must successfully pass a pre-employment drug screen
- ✓ Must successfully pass a comprehensive background investigation including criminal history check
- ✓ Must be able to testify in a court of law
- ✓ Additional assignments may require additional specialized training as defined by the Cannon Beach Police Department
- ✓ LEADS certification, or the ability to obtain certification post hire.

Working Conditions and Physical Demands of Position

- ✚ Performed primarily in an office setting during regular business hours.
- ✚ Hours may be increased during periods of heavy workloads.
- ✚ Attention to detail, neatness and accuracy is important, as is the ability to work independently.
- ✚ Must be able to use all standard office equipment.
- ✚ Work includes frequent interruptions by phones and walk-ins.
- ✚ May have contact with individuals who may become angered or combative.
- ✚ Required to wear either an issued uniform or approved business clothing.
- ✚ Frequently required to sit, stand, read, communicate, reach and manipulate objects or tools.
- ✚ Requires mobility and the ability to operate a motorized vehicle.
- ✚ Moving materials up to 5 lbs on a regular basis and objects which may weigh up to 40 pounds.
- ✚ Manual dexterity and coordination are required while operating and handling equipment, motorized vehicles and computers.

***HOW TO APPLY*:**

Qualified applicants must complete an application. Click the apply link above to create and submit your application. Resumes will not be accepted in lieu of a completed online application; however applicants are encouraged to include a resume.

RECRUITMENT PROCESS:

The recruitment process for the Administrative Specialist position is approximately 2 months. Applicants must pass each step in order to continue in the process. The process includes, an oral board interview, a chief's interview, a background investigation, and drug testing.