



EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon POLICE STAFF ASSISTANT

\$27.0639 - \$34.6640/hour



Applications Close – 5:00 p.m., Friday, September 24, 2021

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or, create a direct safety threat to the individual, or others.

GENERAL POSITION SUMMARY

Acts as assistant to Police Chief and as Records Unit Supervisor. Works under direction of Police Chief and Administrative Staff. May coordinate with Community Resources Sergeant. Performs a variety of complex clerical, secretarial and administrative duties for which considerable keyboarding and word processing skills are required. Assigns tasks, performs or assigns training and schedules Records Clerks. This class is distinguished from lower level classes by the advanced skills and knowledge required to perform related tasks, and maintaining the confidentiality required.

ESSENTIAL FUNCTIONS

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Provide administrative support to Police Chief and Police Administration by performing duties of an advanced, complex, sensitive and confidential nature.
- Supervise maintenance of department records system; record, tabulate and disseminate information compiled within the department.
- Create and disseminate a variety of monthly and annual reports and Department statistics.
- Track and administer payroll for the department including maintaining timesheets, payroll entry and PAF processing.
- Responsible for maintenance and administration of LEDS and CJIS programs for the City, including tracking and maintaining certification records for all personnel, and ensuring compliance with required regulations.
- Assign work tasks to subordinates.
- Identify training needs, evaluate subordinates, prioritize work assignments and ensure timely work completion.
- Attend hearings or meetings to record official action and significant parts of discussion resulting in complete, concise, accurate minutes.

- Type varied material from rough draft at the direction of administrators; compose routine letters and notices.
- Maintain a variety of records including personnel records, overtime, vacation and sick leave; prepare monthly time sheets and payroll information.
- Keep supply and inventory records.
- May maintain department financial records or post to logs and ledgers.
- Work with customers in person or by telephone; answer routine inquiries and general information to the public; take messages and make appointments; open incoming mail.
- Provide forms and permits; collect payments for permits, licenses, reports, etc.
- Administer the department's public information request process.
- Handle confidential materials and documents and exercise discretion in protecting or releasing confidential information.
- Maintain departmental file systems; develop procedures for setting up new files and conduct complex file and record searches.
- Complete ODL and background checks for internal processes, various permit applications and business registrations.
- Track and administer department worker's compensation process.
- Maintain correspondence and communication with DPSST regarding personnel and training records and issues.
- Perform other tasks as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of office practices and procedures.
- Considerable knowledge of business, grammar and arithmetic.
- Thorough knowledge of record keeping and filing methods and procedures.
- Considerable knowledge of computer operation, word processing and data processing.
- Considerable organizational skills and handling of multiple projects.
- Ability to compose letters and type at an acceptable level of proficiency.
- Ability to work effectively with the public and other employees.
- Ability to perform multiple tasks without direct supervision.
- Ability to understand and give oral and written instructions.
- Ability to read, understand and apply available guidelines to a number of operational requirements.
- Ability to produce professional documents.
- Ability to communicate clearly by telephone and in person.
- Ability to communicate with challenging customers and remain calm and helpful.
- Ability to analyze situations and remain in control.
- Ability to handle multiple tasks and a heavy work load.
- Ability to communicate with staff and explain oneself clearly.
- Ability to perform tasks with interruptions.
- Ability to vary work schedule if needed.

WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Accept supervision and constructive criticism.
- Thorough when completing work tasks.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action is stressed.

EDUCATION & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Graduation from high school or the equivalent GED certificate, preferably supplemented with additional training in administrative procedures.

Experience: Two years highly responsible experience as a receptionist involving computer operation, typing, and recordkeeping.

Two years of experience in record keeping duties.

Demonstrated experience supervising, training and evaluating employees.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL REQUIREMENTS & CERTIFICATIONS

Successful completion of a background investigation and post-offer physical.

Possession of a valid Oregon Driver's License at the time of appointment.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

Work is performed primarily indoors in mostly office settings, and may involve interaction with difficult or angry members of the public; work may require bending, hearing voice and telephone conversation, seeing, keyboarding, sitting and standing for extended periods of time. Employee may be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Police Staff Assistant.

VETERANS' PREFERENCE:

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the [Veteran's Preference Form](#) and attach a copy of your DD214 / DD215.

If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at: <https://www.cityofroseburg.org/departments/human-resources/employee-benefits>.

Insurance Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Long-term disability insurance provided by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP).
- The City has a fully equipped fitness center available 24 hours a day.

HOW TO APPLY: Complete an application form available via one of the following methods.

In-Person: City of Roseburg – Third Floor
Administration/Human Resources Office
900 SE Douglas Avenue, Roseburg, OR 97470

Electronically: Download at <https://www.cityofroseburg.org/departments/human-resources/employment> / Email To: jobs@cityofroseburg.org

Telephone Job Line: (541) 492-7010 (voice message listing openings)
Administration/HR Office (541) 492-6866

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form. Faxed applications are not acceptable.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one

to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park. The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States. Roseburg is the county seat and largest city in Douglas County. The population is 24,915 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population. Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

