



POSITION: Receptionist
Police Department

Duties include but are not limited to:

Performs clerical duties of a routine nature such as keyboarding, typing, filing, copying documents, telephones, receptionist work, close contact with the public in person or by phone; does related work as required. Job Description attached.

SALARY RANGE:

Police Grade 2: \$1,988 - \$2,417 per month. Excellent City benefit package when eligible.

MINIMUM QUALIFICATIONS:

High School diploma or equivalency with 6 months to 1 year general office experience. Ability to understand and comply with oral and written instructions. Maintain confidentiality. Organize and prioritize workload. Communicate effectively both verbally and in writing. Ability to establish and maintain effective working relationships. Ability to greet the public and answer telephone calls in a professional manner. Felony convictions and disqualifying criminal histories within the past (7) seven years are not allowed; selected candidate must pass a thorough background investigation.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must be received by the above Employment Office **no later than 5:00 PM, Friday, January 27, 2006.** Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. All selections of personnel are based upon bonafide occupational qualifications. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

EOE
Drug Free Workplace

TITLE: POLICE RECEPTIONIST
DEPARTMENT: Police
SALARY RANGE: Police Grade 2
CLASSIFICATION: Non-Exempt, Represented
ADOPTED: 12-15-99
REVISED: 09-01-00

PURPOSE OF POSITION:

Performs clerical duties of a routine nature such as keyboarding, typing, filing, copying documents, telephones, receptionist work, close contact with the public in person or by phone; does related work as required.

ESSENTIAL JOB FUNCTIONS:

- Responsible for performing a variety of routine clerical/receptionist duties which involve clear and specific guidelines.
- Process fingerprint cards. Maintain mug files.
- Process insurance requests.
- Prepares correspondence for mailing.
- Answers, screens, and routes telephone calls.
- Responds to questions in person and by telephone.
- Assists public at the counter by responding to inquiries, concerns and complaints.
- Operates general office equipment.
- Maintains and stocks forms as needed.
- Access LEADS and local data bases for inquiry purposes.

SUPERVISION RECEIVED:

The Police Records Supervisor provides detailed instruction and close supervision for this position. Work is reviewed and evaluated by the Police Records Supervisor for quality and conformance to established policies, procedures, and standards.

QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

- High School diploma or equivalency.
- 6 months to 1 year general office experience
- Ability to understand and comply with oral and written instructions.
- Maintain confidentiality.
- Organize and prioritize workload.
- Communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to greet the public and answer telephone calls in a professional manner.

Felony convictions and disqualifying criminal histories within the past (7) seven years are not allowed; selected candidate must pass a thorough background investigation.

Desirable Requirements:

- Skills in using basic office equipment.
- Ability to become LEADS inquiry certified within one year of hiring

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk or hear. The employee is occasionally required to walk; use hands to finger, handle, and feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.