



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through **INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

**POSITION: Records Specialist**  
Redmond Police Department

This is a full-time position, represented by the Redmond Police Officer's Association. Excellent City benefit package when eligible.

*Duties include but are not limited to:*

Performs a variety of routine and complex clerical, secretarial and administrative work in support of law enforcement and criminal justice activities. (Job Description Attached)

**SALARY GRADE:** Grade 4: \$2542 – \$3090 per month

**MINIMUM QUALIFICATIONS:**

High School diploma, or equivalent. Three years of general office experience, preferably at least one year in a law enforcement agency.

Ability to carry out assigned projects to their completion, ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships; ability to maintain confidential and sensitive information.

Ability to learn the applicable laws, ordinances, and department rules and regulations.

**Special Requirements or Licenses:**

Possession of, or must obtain, a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record. Selected candidate must pass a thorough background investigation and psychological examination.

Must have, or obtain within six months from date of hire, the LEDS entry/update certification.

**Desirable Requirements:**

Bilingual candidate speaking Spanish and English

Knowledge of modern law enforcement principles, procedures, techniques and equipment. Knowledge of the City's geography.

***"Using the court case Brady vs. Maryland (1963) as a guideline, our employees must be able to render credible testimony in a court of law. Employees must not have a record of untruthfulness, bias, or commission of crimes."***

**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 all be received by the above Employment Office **no later than 5:00 PM, Friday, April 18, 2008**. Faxes are acceptable if received by the deadline and are complete.

*Only those applicants who are selected to participate in the testing and interview process will be notified.*

**Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.**

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. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. 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).

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



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## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Police Records Specialist  
**DEPARTMENT:** Police  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 4  
**EMPLOYEE GROUP:** Association / Represented

### **PURPOSE OF POSITION:**

Performs a variety of routine and complex clerical, secretarial and administrative work in support of law enforcement and criminal justice activities.

### **ESSENTIAL JOB FUNCTIONS:**

Provides the necessary clerical, secretarial, and administrative support needed to maintain the complex records system for the police department and related criminal justice system.

Provides a variety of police related information to police officers, the public, and governmental agencies.

Receives the public and answers questions; responds to inquires from employees, citizens and others and refers, when necessary, to appropriate persons. Answers in-coming calls, determines nature and urgency of calls, and coordinates appropriate response, routes callers or provides information as required.

Maintains a variety of records and filing systems. Monitors and dispatches information to officers in the field, as needed. Receives requests from officers on call for special or specific information; follows up with appropriate information and relays the same back to the officer.

Composes from draft a variety of correspondence, reports and other materials requiring independent judgment as to content, accuracy and completeness. Compiles data and statistics in department activity manually and utilizing computer programs.

Serves as a backup Administrative Assistant to command staff and provides a variety of administrative assistance as required. Performs other related duties as required.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

High School diploma, or equivalent. Three years of general office experience, preferably at least one year in a law enforcement agency.

Ability to carry out assigned projects to their completion, ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships; ability to maintain confidential and sensitive information.

Ability to learn the applicable laws, ordinances, and department rules and regulations.

#### **Special Requirements or Licenses:**

Possession of, or must obtain, a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record. Selected candidate must pass a thorough background investigation and psychological examination.

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#### **Desirable Requirements:**

Bilingual candidate speaking Spanish and English

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**SUPERVISION RECEIVED:**

The Police Records Supervisor provides detailed instruction and close supervision for this position. However, once the Records Specialist demonstrates an acceptable quality and quantity of work product, work tasks become more independently performed. Work is reviewed and evaluated by the Police Records Supervisor for quality and conformance to established policies, procedures, and standards.

**SUPERVISORY RESPONSIBILITIES:**

This is not a supervisory position. Employee may provide specific instructions, or outline general objectives and/or procedures to other department staff.

**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, talk, or hear. The employee is occasionally required to stand; walk; use hands to manipulate objects, tools, or controls; reach with hands and arms; stoop, kneel and crouch. The employee may occasionally lift and/or move up to 25 pounds.

**TOOLS AND EQUIPMENT USED:**

Computer, including Word and spreadsheet applications, law enforcement software; typewriter; calculator; fax machine; telephone system; copy machine; postage machine, Dictaphone, and police radio equipment.

**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 job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually moderate; at times certain events can be loud.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

*Ron Roberts*  
Police Chief

*Sharon Harris*  
Human Resources Director

*January 1, 2007*  
Date

**ADOPTED: July 1, 1992**  
**REVISED: July 1, 2001; March 26, 2008**