



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: Teen Court Assistant (Part-Time 20 hrs/wk)
Police Department

Duties include but are not limited to:

Assist Juvenile Services Program Director in the operation of the Redmond Teen Court.
Job Description attached.

SALARY RANGE:

Grade 9: \$1,293 - \$1,589.50 per month. Salary based on 2005/2006 wage scale. Eligible to participate in City benefit package.

MINIMUM QUALIFICATIONS:

High school graduate or GED equivalent, minimum of one year clerical or secretarial work experience which includes clerical training; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Knowledge of Restorative Justice Concepts and Curriculum.

Knowledge of Choice Theory Psychology.

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

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, June 23, 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. 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).

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.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

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



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

CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Teen Court Assistant
DEPARTMENT: Police
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 9
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

Assist Juvenile Services Program Director in the operation of the Redmond Teen Court.

ESSENTIAL JOB FUNCTIONS:

Recruit, train and supervise youth volunteers and respondents in Restorative Justice Concepts.

Develop and coordinate community work placements.

Perform public relations activities.

Maintain records and perform general administrative and clerical duties.

Perform related work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school graduate or GED equivalent, minimum of one year clerical or secretarial work experience which includes clerical training; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Knowledge of Restorative Justice Concepts and Curriculum.

Knowledge of Choice Theory Psychology.

Desirable Requirements:

Graduation from an accredited four-year college or university with a degree in psychology, sociology, criminal justice, or related field.

Knowledge of the criminal justice system; knowledge of office practices and procedures; willingness to become trained in Choice Theory concepts; ability to communicate effectively both orally and in writing; ability to keep accurate records; ability to establish and maintain effective working relationships with youth volunteers, peers, supervisors, other agencies and the general public.

Possession of valid Oregon drivers' license.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Juvenile Services Program Director who assigns and reviews work for conformance to laws and departmental rules and regulations. The employee works indirectly under the Police Chief.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

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 and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine, postage machine.

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.

The noise level in the work environment is usually quiet.

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.

Department Director

Date

Human Resources Director

Adopted: July 1, 2006

Revised: