



**OFFICE SPECIALIST I—MCMINNVILLE POLICE
DEPARTMENT – PROPERTY AND EVIDENCE**

\$16.08 to \$20.52 PER HOUR (DEPENDING ON EXPERIENCE)

19 HOURS PER WEEK

Consider This Opportunity

Introduction

The City of McMinnville, Oregon is seeking to fill a current part time vacancy for Office Specialist I in McMinnville Department – Property and Evidence Division. This position is scheduled at 19 hours per week.

The person in this position performs a variety of routine duties in support of the Police Department, Property and Evidence Section, and customer assistance to the public.

This position receives immediate supervision from the Investigations and Support Division Commander.

Essential duties and responsibilities for Office Specialist I include:

- Receives, tags, and releases personal property and items of evidence in criminal cases in accordance with established procedures.
- Assists with providing security for evidence chain inside and outside evidence room.
- Testifies in court as necessary.
- Follows all safety rules and procedures established for work areas.
- Provides necessary support to other departmental personnel as workload and staffing levels dictate.
- Maintains work areas in a clean and orderly manner.
- Performs other duties as assigned.

Knowledge of:

- General office procedures, including spelling, grammar, punctuation and math;



- Knowledge of operation of standard office equipment, including data entry equipment; telephone etiquette; and word processing software;
- Department policies and procedures; and
- Public relations techniques to work effectively with customers in person or by telephone.

Skills in:

- Using office equipment (computers, copy machines, fax machines, and postage machines;
- Responding to the public as customers of the City;
- Providing excellent customer service;
- Multi-tasking;
- Organizing assigned work and prioritizing tasks to meet assigned deadlines;
- Following oral and written instructions;
- Checking work for completeness and accuracy;
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds; and
- Establishing and maintaining effective working relationships with the public, City and Department personnel.

Ability to:

- Train in computer software applications;
- Complete assigned tasks with interruptions from others;
- Ensure accuracy in communicating information to the public;
- To safely operate motorized vehicles;
- To secure, transport and control evidence and ensure proper storage of

property turned in to the Police Department;

- Pass an extensive law enforcement background check; and
- Remain calm in stressful and pressure-filled situations.

Qualifications:

Any equivalent combination of experience and training that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify includes high school or vocational training in office practices, or one year of office experience that includes public contact.

Fluency in Spanish is desired, but not required for this classification.

The ability to obtain certification in First Aid/CPR, LEDS, biohazard and hazardous material handling within 3 months of appointment. Previous training and experience in performing similar duties in a law enforcement agency, providing general knowledge of police procedures, terminology, etc.

Physical Demands:

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required over 50% of the work period while operating computers, motorized vehicles and other standard office equipment.

WORKING CONDITIONS:

Approximately 50% of the work period occurs in outdoor environments with exposure to all weather conditions. The noise level in the work environment is typical of most office environments. Reasonable accommodations will be made to meet the known limitations of qualified disabled individuals in performing the essential job functions of this position.

Compensation:

The salary range for Office Specialist I is \$16.07 to \$20.50 per hour, depending upon qualifications. The City of McMinnville provides a benefit package that includes:

- Full, City-paid participation in the Public Employees Retirement System (PERS);
- Opportunities for on-going professional development; and
- Options to participate in the credit union, deferred compensation plan, and other employee-paid insurance.
- Paid sick leave in accordance with the Oregon Sick Time law.

How to Apply:

Those who are interested in applying for the position of Office Specialist I - McMinnville Police Department Division should submit a City employment application and cover letter.

The employment application and cover letter must be received by 5:00 p.m. on Friday, September 21, 2018, at the City of McMinnville; and sent to the attention of Human Resources, 230 NE Second Street, McMinnville, Oregon 97128. Applications may also be received via fax at (503-472-4104) or

via email at Human.Resources@mcminnvilleoregon.gov.

Tentative recruitment schedule:

- September 21, 2018, 5:00 p.m. - City employment application and cover letter due.
- September 29, 2018- Testing date.
- October 8-12, 2018 - Interviews.
- Start date for the position will begin after the completion of background, psychological and medical reports are completed.



The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation to participate in the recruitment and selection process should request assistance by calling Erica Thomas at 503.434.2328, or by e-mailing her at erica.thomas@mcminnvilleoregon.gov

Note: This announcement is intended as a general description of the position and hiring process; and is subject to change. It does not constitute either an expressed or implied contract.

