

CITY OF HUBBARD
ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE
\$3,060 to \$3,723

Administrative Assistant to Chief of Police – (\$36,720 - \$44,767 Annually) The Hubbard Police Department is currently recruiting for an Administrative Assistant to the Chief of Police. The Administrative Assistant to Chief of Police reports directly to the Police Chief. This position provides complex, analytical professional and administrative support in supporting the Police Department's mission and goals; Coordinates and manages activities related to assigned projects; Plans, organizes, delegates and/or performs diverse administrative support work for the Police Department; Performs a broad range of Police Records functions; Provides relevant information and responds to public the public and general inquiries, and complaints; Communicates explanations and recommendations to the general public on Police Department policy and procedure, while ensuring that all laws, ordinances and policy are faithfully performed. The following is a list of required education and experience; High school diploma or GED certificate; at least three years (3) years of increasingly responsible related experience, or any equivalent combination of education and experience; or any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position.

Candidates must have the ability to obtain LEDS Inquiry and Entry Certification within thirty days of hire, and must be able to obtain a Notary Public certification within six months of hire. Candidates must possess a valid Oregon driver license and acceptable driving record. Associates Degree in Business Administration; Previous experience in Law Enforcement administrative duties; and Bilingual Spanish/English desirable. Excellent benefits and City paid PERS. An application form and detailed job description is available at the City of Hubbard, 3720 2nd Street, Hubbard, OR 97032; on the City's website at www.cityofhubbard.org; or call (503) 981-9633. Position is open until filled. The City is an EOE.