RESOLUTION NO. 544-2013

A RESOLUTION AMENDING THE JOB DESCRIPTION OF THE ADMINISTRATIVE ASSISTANT / CODE ENFORCEMENT COORDINATOR AND CHANGING THE JOB TITLE TO THE "ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE, AND REPEALING RESOLUTION 280-99.

WHEREAS, the City Council of the City of Hubbard find there is a need to amend the job description of the Administrative Assistant / Code Enforcement Coordinator, and change the job title to the "Administrative Assistant to Chief of Police."

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUBBARD, THAT:

Section 1: The City of Hubbard hereby adopts the Administrative Assistant to Chief of Police job description as set forth in the attached document marked "Exhibit A" attached hereto and by this reference incorporated herein and entitled *"Administrative Assistant to Chief of Police."*

Section 2: Resolution No. 280-99 is hereby repealed.

INTRODUCED AND ADOPTED this 9th day of April 2013.

CITY OF HUBBARD, OREGON

BY:_____
MAYOR

ATTEST:

BY: Vickie L Nogle
RECORDER

APPROVED AS TO FORM:

BY:_____
CITY ATTORNEY

EXHIBIT "A"

ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE

General Statement of Duties

Performs various administrative functions for the Chief of Police and the Police Department; performs directly related work as required.

Distinguishing Features

The principal function of an employee in this class is to adhere to strict confidential standards. 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 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 preformed.

The work is performed under the supervision and direction of the Chief of Police, although considerable leeway is granted for the exercise of independent judgment and initiative.

The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with supervisors, co-workers, vendors, City personnel, City departments, and the general public.

The principal duties of this class are performed in a general office environment.

This position operates under state and federal laws, the city charter, ordinances, and the direction and rulings of the City Council. This is a non-exempt position.

Essential Duties

- Assists the Chief of Police in monitoring internal and external issues; assists in the development of short and long term plans; responsible for special projects as assigned.
- Under direction of the Chief of Police, prepare and compose letters, reports and correspondence on own initiative or under directive regarding administrative matters and general office policies for supervisor approval.

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- Handle a variety of confidential matters relating to personnel, law enforcement, and legal issues.
- Assist in the hiring process, ensuring that all DPSST (Department of Public Safety Standards and Training) requirements are met.
- Maintain Police Department's DPSST personnel and training files.
- Coordinate travel plans for conference and training sessions on behalf of Police Department Staff.
- Facilitate and coordinate volunteers and interns for the Police Department, including recruitment, background checks, orientation, training, assigning and monitoring tasks.
- Create and maintain all aspects of the City's Police Department webpage.
- Assist in the procurement of Police Department materials and supplies.
- Serve as the liaison with IT Consultant and Police Department.
- Research, coordinate, plan, update and facilitate Police Department Accreditation process and program.
- Assist in the development, administration and maintenance of Police Department Policies and Procedure Manual through the Lexipol System.
- Facilitate monthly Daily Training Bulletins [DTB's] through the Lexipol System.
- Oversee the Records Division of the Police Department.
- Act as the custodian of departmental documents and records.
- Establish, update, and accurately maintain computerized and manual filing systems, control records, and indexes for records.
- Archive and purge incident case files in accordance with OAR (Oregon Administrative Rule) 166-200-0100.
- Maintain the Police Department RMS.
- Review incident and case police reports for completeness.
- Transfer and merge records from the MDT (Mobile Data Terminal) software to the Department wide RMS.
- Process police reports and distribute as necessary to requested agencies.
- Generate and transmit monthly electronic data to the State of Oregon through the OUCR (Oregon Uniform Crime Reporting) Software, ensuring the Police Department's compliance with State and Federal reporting guidelines for our Police Department's statistics.
- Perform data entry of traffic citations; provide copies of driving records to the court clerk.
- Facilitate discovery requests from internal and external agencies.
- Generate monthly and annual, or ad-hoc reports from data in the RMS for the Chief of Police.
- Read, interpret and code various types of information contained in police reports.

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- Enter, modify, and cancel data from police reports into an internal database with a high degree of accuracy.
- Provide public records to citizens, civil organizations, news media and other public agencies in compliance with Oregon Public Records Law.
- Act as the primary contact for the Law Enforcement Data Systems (LEDS); enter, locate, clear and verify law enforcement records regarding stolen, repossessed or towed property, wanted and missing person into local, state, and federal law enforcement computer system with extreme accuracy, researches serial numbers and other identifiers in order to complete entries accurately.
- Receive and send teletype messages from and to various agencies, taking appropriate action based on the message received; reviews and inputs information on LEDS Terminal and/or directs and supports appropriate staff and co-workers.
- Coordinate software updates for the MDT's and the RMS.
- Maintain officer subpoena files and notifies officers of impending court appearances.
- Provide initial non-emergency contact with the public and representatives of other agencies for the department at a public counter or over the telephone, determines the nature of the contact and provides factual information regarding services, policies and procedures, or referral to the appropriate individual or agency.
- Open, sort, stamp, and distribute all incoming Police Department mail daily.
- Process all outgoing Police Department mail, police reports and other sensitive documents daily.
- Release impounded vehicles per City Ordinance.
- Create and maintain all City of Hubbard employees Staff ID badges.
- Finger print civilians for purposes other than law enforcement.
- Establish and maintain filing systems, control records and indexes for everyday police department information files.
- Coordinate code enforcement actions for the Police Department involving other Municipalities, County and/or State Agencies, regarding the City of Hubbard's Municipal and Development Code.
- Conduct background checks on potential business vendor licenses and upon a satisfactory background, issue vendor license ID badge.
- Attend meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new development in assigned work areas.
- Probationary period for this position is for a time not less than six (6) months.
- Ability to efficiently type 40 wpm.

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Required Knowledge, Skills, and Training

- Substantial knowledge of Police Department operations, policies, and procedures.
- Substantial knowledge of MS Windows; MS Office Small Business, Laserfiche, Macromedia Contribute and Adobe Professional.
- Substantial knowledge of principles/practices of customer services.
- Substantial knowledge of office procedures and operations, including telephone etiquette, basic spelling, grammar, and punctuation.
- Working knowledge of modern office practices and procedures.
- Ability to learn and properly use Oregon Uniform Crime Reporting [OUCR] statistics, National Crime Information Center [NCIC], New World Records Management System and other identified criminal justice information systems.
- Ability to compose professional letters of communication on behalf of the Agency and Chief of Police.
- Ability to establish successful working relationships; work under pressure and/or frequent interruptions and deal with angry or difficult people.
- Ability to maintain accurate records and files.
- Ability to handle confidential information with appropriate discretion.
- Ability to exercise sound independent judgment.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand, compose and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate, maintain and troubleshoot office equipment as necessary (i.e. printers, fax machine, copy machine, office phone system, scanners, etc.).
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under deadlines.
- Ability and willingness to learn quickly and use new skills and knowledge due to rapidly changing information and/or technology.

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Required Education and Experience

Minimum Qualifications:

- High School Diploma or GED.
- At least three (3) years of increasingly responsible related experience, or any equivalent combination of education and experience.
- OR any combination of experience and training which provide the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Preferred Qualifications:

- Associates Degree in Business Administration.
- Previous experience in Law Enforcement administrative duties
- Bilingual Spanish/English.

Required Special Qualifications

- Possession of a valid Oregon driver license, and acceptable driving record.
- Must obtain LEDS Inquiry and Entry Certification within 30 days of hire.
- Must obtain Notary Public within 6 months of hire.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities which enables the employee to communicate effectively.
- Sufficient vision or other powers of observation which enables the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity which enables the employee to operate a personal computer, telephone, and related equipment.
- Sufficient personal mobility and physical reflexes which enable the employee to function within a general office environment.