



CITY OF NEWPORT, OREGON EXECUTIVE ASSISTANT

The City of Newport, Oregon is accepting applications for a full-time Executive Assistant position. This position will provide confidential administrative assistance to the Chief of Police in areas of correspondence, reports, record keeping, and meetings. Maintain confidential records, including internal affairs investigations, security codes and keys, and officer training records. Conduct criminal background checks on volunteers, contracted employees, taxi driver permits applicants, ride-along applicants. Assist the Supervisors in the hiring process for Department positions. Process Department paperwork regarding employees and equipment. Maintain inventory records of Department equipment. Manage all procurements and invoicing.

The salary range for the position is \$3,047-\$4,012/month. Placement in the salary range will be based on skills, experience, training, and education of the person hired.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: An Associate's Degree plus related courses, AND five years related experience.

KNOWLEDGE: Knowledge of word processing and spreadsheet applications, grammar, Department policies and procedures, and LEADS. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases. Mathematical principles. Business letter writing and the standard format for typed materials. Methods and techniques of proper phone etiquette. Methods and techniques for basic report preparation and writing. Methods and techniques for record keeping and filing. Customer service and public relations methods and techniques. English usage, spelling, grammar and punctuation.

SKILLS: Skills in the use of personal computers, various related software programs, and standard office equipment. Proficiency with Microsoft Office tools required (Word, Outlook, Excel, PowerPoint). Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Exceptional interpersonal skills, and the ability to work well with managers, supervisors, and employees, as well as the general public; ability to effectively function in an intense work environment with numerous interruptions and conflicting demands; strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, council members, other entities, and the general public. Ability to learn basic functions and structure of a municipal organization. Ability to maintain records and logs, communicate effectively, both orally and in writing, with individuals and groups, and to learn, apply, and explain in detail tasks related to this position and the city's policies and procedures. Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of the Police Department. Exercise good judgment, and maintain confidentiality with critical and sensitive information, records, and reports. Understand, interpret, and apply general administrative, City, and Departmental policies and procedures. Ability to multi-task, and to work under steady pressure with frequent interruptions. Read, understand, and review documents for accuracy and relevant information. Use applicable office terminology, forms, documents, and procedures in the course of the work. Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Make accurate arithmetic calculations. Compose correspondence, and compile and arrange data in a readable and comprehensible manner. Proofread and edit draft reports or correspondence for errors in grammar or structure. Coordinate activities and meet critical deadlines. Deal successfully with the public, in person and over the telephone. Understand and follow instructions. Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications. Type and enter data at a speed necessary for successful job performance.

Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions. Ability to maintain regular and constant attendance.

SPECIAL REQUIREMENTS/LICENSES:

Oregon Notary Public Certification within 60 days of hire.

LEDS Inquiry and Entry Certification within 90 days of hire.

DESIRABLE REQUIREMENTS:

Bachelor's Degree.

Legal Assistant Certificate

Paralegal Certification

Technical writing experience.

Oregon Notary Public Certification at time of hire.

LEDS Inquiry and Entry Certification at time of hire.

TO APPLY: Applicants should submit a completed City application form, and a letter clearly identifying how the applicant meets the minimum job qualifications. City application forms are available on the city website at www.newportoregon.gov, or the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov. **This position will close at 5:00pm on April 3, 2017.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

Successful completion of a pre-employment background check is required for all positions. Pre-employment substance screening may be required. An employment offer may be contingent on passing a physical examination for some position classifications. American with Disabilities Act accommodations will be provided upon request.