



## CITY OF NEWPORT, OREGON RECORDS CLERK

The City of Newport, Oregon is accepting applications for a full-time Records Clerk position in the Police Department. This position will process police reports, citations, and field interviews, enter into the records management system by sworn personnel, ensure the accuracy of reports and integrity of data. Maintains case report files, and routes case records to appropriate agencies. Responds to queries from the public, and to requests for the release of records.

This is a full-time, non-exempt position with a starting salary of \$2,829/month, plus excellent benefits.

This position is a member of the Newport Police Association bargaining unit.

### **JOB QUALIFICATION REQUIREMENTS**

#### ***MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS***

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: Some higher education/vocational training in general office practices and three years' general office experience, OR equivalent combination of education and experience.

**KNOWLEDGE:** Knowledge of general office procedures, public relations, customer service, computers, word processing, spreadsheets, and the internet. Business letter writing and the standard format for typed materials. Methods and techniques of proper phone etiquette. Methods and techniques for record keeping and filing. Customer service and public relations methods and techniques. English usage, spelling, grammar and punctuation.

**SKILLS:** Skill in the use of personal computers, various related software programs, and standard office equipment. Strong customer service, organization, time management. Strong attention to detail. Customer Service orientation and skills. Exceptional interpersonal skills, 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 communicate effectively, both orally and in writing, with individuals and groups. Ability to be self-directed with daily work; Ability to honor the confidentiality required of the position and exercise discretion and judgment. Physical ability to perform the essential job functions. Ability to work effectively in a work environment with numerous interruptions and conflicting demands on one's time.

#### **SPECIAL QUALIFICATIONS:**

LEDS certification within 70 days of hire.

Obtain State of Oregon Notary Public within 60 days of hire.

Possess a valid Oregon driver's license 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](http://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](mailto:jobs@newportoregon.gov). **This position will close at 5:00pm on May 31, 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.