



# CITY OF CANBY

## JOB ANNOUNCEMENT

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### Office Specialist II / Police Records Specialist II Police Department

Full Time / Non Exempt / AFSCME Represented

Salary: \$18.25 – \$23.54 / hourly salary, plus City paid PERS & benefits  
Beginning salary commensurate with experience

Opens: September 25, 2017

Closes: October 13, 2017 at 5:00 pm

Apply to: Human Resource Department  
City of Canby  
PO Box 930  
Canby, OR 97013  
(503) 266-0699 fax  
[zeibera@canbyoregon.gov](mailto:zeibera@canbyoregon.gov)

**SUMMARY AND REQUIREMENTS:** Perform a variety of support activities within the police. Requires thorough understanding of department procedures and City programs. Enter/retrieve police reports, criminal histories and driving records via law enforcement data bases. Provide customer service and information both in person and on the phone. Collect fees and provide receipts. General knowledge of office practices and procedures. Intermediate computer skills and the ability to operate office equipment and interpret and apply departmental procedures and State, and Federal regulations. Basic knowledge of Uniform Crime Reporting. Individual works with and is responsible for the security of highly confidential information. Persons in this classification are exposed to descriptions of a wide range of crimes and must be able to adhere to strict confidentiality standards and perform duties in a professional manner. Must have the ability to diffuse difficult situations and explain complex rules, laws, and policies to people who are angry, hostile, or distraught. Equivalent to high school education and three to five years of general office experience, records experience, dispatch experience in law enforcement, fire or security environment; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. *(Refer to full Job Description for additional information and requirements.)*

**APPLICATION MATERIALS:** A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at the Canby Civic Building, 222 NE 2<sup>nd</sup> Ave., Canby OR, downloaded from [www.canbyoregon.gov](http://www.canbyoregon.gov), or requested by contacting Human Resources at [zeibera@canbyoregon.gov](mailto:zeibera@canbyoregon.gov) or (503) 266-0635.

**SELECTION PROCESS:** Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate will be subject to a pre-employment background investigation and DMV record check.

**NOTIFICATION:** Applicants who were not selected will be notified once the position has been filled.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.