



CITY OF GRANTS PASS - JOB OPPORTUNITY POLICE RECORDS SPECIALIST

ANNUAL SALARY RANGE: \$45,148 - \$57,622



WORKING FOR THE CITY | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

ABOUT THE DEPARTMENT | As a Records Specialist for the Grants Pass Police Department you have an opportunity to join an exciting, dynamic team where you can assist with non-emergency call taking for our citizens.

POSITION SUMMARY | This position is responsible for non-emergency police support services including administration of records and customer service. Duties include public counter and telephone customer service, data entry, review and maintenance of records, electronically routing and filing records and reports, records checks, processing warrants and sealed records, and other general office support activities.

This position works varied shifts from 7:00 a.m. to 11:00 p.m., 7 days a week, including weekends and holidays.

MINIMUM JOB REQUIREMENTS | A high school diploma or GED, and one year of general office experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS | Law Enforcement Data System Certificate within thirty days of appointment, and a Typing Certificate showing 40 words per minute with a minimum of 95% accuracy.

Upon successful completion of application review, those invited to move forward must complete these steps:

Observation/sit in (2 hour minimum) of position : Scheduled after review of application and before interview.

Written Exam: scheduled for December 5, 2023.

Interviews: scheduled for December 12, 2023

Application deadline:

**November 28, 2023
At 5:00 p.m.**

APPLY ONLINE TODAY



**JOB OPPORTUNITY
RECORDS
SPECIALIST**



Questions regarding this position can be directed to:
humanresources@grantspassoregon.gov
or by calling 541-450-6050.

City of Grants Pass Human Resources
101 NW A Street
Grants Pass, Oregon 97526
541-450-6050

VISIT US AT WWW.GRANTSPASSOREGON.GOV