



# Sunriver Service District

## Sunriver Police Department

EXECUTIVE ASSISTANT (Police)  
Job Code: 201

SALARY

\$30.59 - \$37.19 Hourly

\$5,302.16 - \$6,446.14 Monthly

\$63,627.20 - \$77,355.70 Yearly

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### Summary

FLSA: Non-Exempt

The Administrative Assistant position is responsible for managing the administrative activities of Sunriver Police Department and performs a variety of assignments to support the Police Chief, Captain, and Sergeants referred to as "Leadership Team". This position provides a variety of executive, administrative support, and clerical duties. Develops, implements, and administers program functions, including the entry, collection, retrieval, and distribution of data to internal and external customers. Position specific assignments vary and may be called upon to assist the District in other departments. Confidential Employee as defined in ORS 243.650 (6) thereby excluding it from representation by labor organization.

### Supervision

This classification works under the direction of the Chief of Police.

### Distinguishing Characteristics and Essential Functions

*Essential duties, as defined under the Americans with Disabilities Act, may not include any of the following representative duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments may change and will vary depending on the business needs of the assigned department. The job description does not constitute an employment agreement and is subject to change at any time by the employer.*

### Essential Duties and Responsibilities

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required:

- Assists internal and external customers by answering questions and providing information regarding programs, services, policies, and procedures; assists customers in the completion of forms. Responds to requests for information from internal and external customers; answers routine questions; directs customers to appropriate resources.
- Support the Sunriver Police Department leadership team and prepares monthly meeting agenda. Serves as an assistant to Chief of Police and command staff which includes prioritizing, assigning, and monitoring work; training staff on work methods and procedures; performing other related activities.
- Prepares routine and complex documents, such as correspondence, technical, confidential documents, financial documents, reports, statistics, policies and procedures, proofreading for format, spelling, grammar, typos, and content clarity.
- Maintains regular contact with others outside own workgroup, such as visitors, vendors and/or other

employees. The primary purpose of contact is to explain, clarify, or interpret detailed and somewhat complex or sensitive information; contacts are non-routine and require discretion and thoughtful communication efforts.

- Coordinates events and meetings, including location agreement, preparation of materials, scheduling, meeting minutes, and travel arrangements. Maintains calendars and coordinates events, manages special projects and events.
- Identifies, assembles, and distributes meeting documents; reserves meeting space and equipment. Maintain knowledge of Oregon Public Meeting Laws.
- Process, receives, sorts, and distributes a variety of correspondence, deliveries, and mail.
- In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities, and infrastructure.
- Process and input police reports into the Police Records database; receive, sort, and distribute reports to various agencies such as the District Attorney, the Juvenile Department, Child Services, Mental Health, Parole/Probation, the Department of Motor Vehicles, the Secret Service, etc; forward paperwork for housed inmates for court arraignment; obtain criminal history information for any arrestees and attach it to the police report.
- Process public record requests while complying with Oregon Records Laws. Process Court Orders to seal and expunge records. Respond to requests for copies of police records; evaluate the request to determine whether or not the information can be released to the requesting party based on State law and Police policy, and if so, make copies and assess/receipt payment. Process all public records requests for digital media as well as videos, BWC videos, audio, and image redaction.
- Respond to routine questions from defendants, attorneys, witnesses, prospective jurors, and the general public in person, over the telephone and in writing, regarding citations, court dates, non-payment of fines, postponements, jury duty, etc. Management of subpoena calendar in coordination with officers, the Deschutes County District Attorney's Office, and Deschutes County Courts.
- Assigned as the Law Enforcement Database System (LEDS) Representative for agency responsible for ensuring all officers and volunteers are CJIS and LEDS certified and that all LEDS requirements are met.
- Custodian of Records, Evidence and Digital Evidence.
- Maintains records and enters data into databases; prepares reports. Manager of the Records Management System and Digital Evidence Management System. Manage and maintain the police records management system and report distribution.
- Process OLCC applications, Special Events Parking Application permits, Vacation Check requests, and Ride-Along requests.
- Process all criminal and non-criminal evidence; properly record, store, and maintain evidence in accordance with Oregon Revised Statutes and Oregon Administrative Rules.
- Process intake and release of property; evidence custodian of records.
- Manage and maintain the digital evidence management system and distribution. Processes and ensures all digital evidence is correctly processed, distributed, and maintained per the Oregon Revised Statutes.
- Provide Property and Evidence Room control and processing.
- Administrator of the Body Worn Camera program, equipment, inventory, and training.
- Provide Evidence Based training to officers.
- Administers payroll, updates employee information, enters and assigns the various payroll types, pay rate calculations, and reporting in accordance with state and federal laws. Tracking of compensatory, vacation, sick, and additional leave, longevity, and accrued time for employees.
- Processes, audits, and maintains timesheets and all payroll database changes; verifies and maintains leave and accrual information, calculates and prorates salary and leave benefit amounts. Coordinates with other departments to ensure timely and accurate data.
- Assists with staff training and development for payroll processes.

- Assist in the preparation of the annual budget.
- Performs specialized accounting functions, with oversight, which includes monitoring budgets and expenditures, processing invoices for payments, reimbursements, deposits, and printing checks.
- Manages claims and reimbursements pertaining to automotive insurance.
- Perform daily financial management such as check requests, purchase orders, reimbursements, account reconciliations, reviewing and processing documents, permits, and other documents.
- Assists with management of police department website and social media pages.
- Planning and coordinating events and public relations campaigns.
- Oversees hiring processes, posts job announcements, screens questions from applicants, collects applications, prepares correspondence, and schedules interviews. Prepares hiring documents and sets up new employees in payroll systems. Educates and assists employees on the various benefit programs.
- Manages the on-boarding process and off-boarding process for employees, processes and updates job descriptions, status, and classifications for employees.
- Coordinates with other agency partners; assigns accesses to pertinent law enforcement applications and programs.
- Conducts fingerprinting of new hire employees in accordance with the law.

### **Knowledge, Skills, and Qualifications**

*The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.*

- Knowledge of, compliance with, and the ability to interpret District and Department policies and procedures; state and federal rules and regulations covering specific areas of assignments.
- Knowledge of Police Department organization, functions, and records keeping systems.
- Broad knowledge of Human Resources, Accounting, and Payroll principles and practices.
- Maintain budgetary proficiency to advise on revenues, expenses, budgetary status, and processes.
- Skill in accomplishing assigned administrative functions and ability to read, understand, interpret, and apply provisions of laws, ordinances, policies, and procedures.
- Ability to maintain keen time management skills, balance multiple priorities, and consistently meet timelines and due dates.
- Ability to exercise judgment, establish priorities and goals, maintain confidentiality, and communicate with others with a minimum of supervision and with only general direction.
- Ability to maintain strict confidentiality in all human resource matters.
- Ability to communicate clearly and effectively with the public, community organizations, businesses, elected officials, and District employees in emergency and non-emergency situations.
- Ability to make independent decisions that are consistent with appropriate policies and procedures.
- Ability to establish and maintain effective work relationships with others in critical situations.
- Must be able to provide credible testimony in a court of law.
- Ability to acquire and maintain LEDS certification after employment.

### **Education, Experience, Certifications, and Licenses**

*The following are the minimum qualifications for this position.*

- High School Diploma or General Equivalency Diploma (GED) or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities outlined in this job description.
- At least three years' experience in a similar position and/or performing similar tasks.
- Ability to obtain an Oregon Driver's License within 30 days of employment.

- Ability to obtain CJIS Certification within 60 days of employment.
- May require Public Notary Designation within three months of employment.

**Working Conditions**

Work is performed primarily in a standard office environment. Physical demands include standing, walking, stooping, talking, feeling, and repetitive motion of hands/wrists, sitting, bending, climbing, hearing, and handling on a continuous or frequent basis. Extensive close work and computer monitor work is required of this classification. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this classification.