



**CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION**

**PREVENTION PROGRAM
OFFICE ASSISTANT**

FLSA Status : Non-Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : PPOA

CLASS SUMMARY:

The Prevention Program Office Assistant is a Public Safety Support Stand Alone class. Incumbents are responsible for preparing and reporting monthly statistics, crime logs and other department reports, note-taking, entry of non-emergent police calls, performing receptionist responsibilities, scheduling, accepting payments, processing mail, and assisting the public.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Answers telephones, processes mail, files reports, schedules maintenance and repairs of office equipment, orders office and event supplies, assists citizens, schedules citizen ride-a-longs, schedules appointments for all fire stations, the Fire Marshal and the Fire Inspector, completes staffing callbacks when personnel are needed, tracks Material Safety Data Sheets in an online database, and enters non-emergency police calls in the Computer Aided Dispatch (CAD) system.
- Enters fire inspections, prepares inspection schedules, enters inspection results (approvals/disapprovals), tracks plans and submittals, and mails and monitors self-inspection forms for local businesses.
- Provides support to various positions and committees by assisting with presentations and the planning and coordinating of event logistics, preparing and distributing agendas, and completing site inspections, action items and minutes.
- Prepares, consolidates and distributes statistics, reports and crime logs.

***Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.***

- Processes, issues and accepts payment for burn permits and fire reports, receipts monies received for Finance, and monitors budget accounts for appropriate spending.
 - Runs errands, picks up supply orders, attends meetings and training, and delivers paperwork to outlying offices and/or other agencies.
 - Performs other duties of a similar nature or level.
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Training and Experience (positions in this class require):

A high school diploma or equivalency, and one year of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
 - Typing Certificate of 40 words per minute with a minimum of 95% accuracy
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Knowledge (positions in this class require):

Knowledge of:

- Computers;
 - Microsoft Office programs;
 - Principles of customer service;
 - Business office tasks and procedures;
 - Variety of office equipment (copier, scanner, printer)
 - Personal computers and related software programs;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
 - Reading;
 - Written and oral communication;
 - Analyzing and applying critical thinking methods;
 - Customer service techniques;
 - Minute/note taking;
 - Reviewing documents for completeness; and,
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, balancing, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting.

Light Work: Exerting up to 20 pounds of force occasionally and/or a up to 10 pounds of force frequently or frequently, and/or a negligible amount of force constantly to move objects. Light Work may involve the use of arm and/or leg controls requiring exertion of forces greater than that for Sedentary Work.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Incumbents are responsible for knowing, understanding and promoting the department's mission statement, purpose statement and core values.

Classification History:

Adopted by Council September 25, 2003, Resolution No. 4724

Revised September 15, 2011, June 22, 2018