

City of Warrenton, Oregon

The City of Warrenton is seeking a qualified individual to serve as a **Police Clerk Assistant**.

This position is Part-Time, Non-Exempt, 20 hours a week, \$18.00/hour.

The Police Clerk Assistant, under the supervision of the Police Chief, with additional guidance from the Police Sergeants and the full-time Police Clerks. The Police Clerk Assistant will provide clerical and secretarial support for the Police Department, review and process confidential Police records, documents, correspondence, and reports. The position also prepares and enters data into the computer; processes, identifies, and prepares records and documents to be archived and purged according to written policy, procedures, guidelines, laws, standards, and best practices. The full job description is included in the hiring packet and in the job listing on the City website.

The ideal candidate MUST have a full understanding of confidentiality and pass a background check, as well as an OSP Security Clearance, including fingerprint submission.

MINIMUM QUALIFICATIONS:

- Graduation from high school or G.E.D.
- General office/clerical experience or equivalent, including the use of computer programs such as word processing and spreadsheets in an office/clerical environment.
- Certifiable within one year at the LEDS "Inquiry" level.
- Record must be free of any conviction for a felony punishable by more than one year in jail or conviction for unlawful use, possession, or delivery of a narcotic or other controlled substance.
- OSP CJIS Security Clearance through an FBI Fingerprint submission.
- This is a position requiring adherence to federal, state, and local laws, both on and off duty.

LICENSES, CERTIFICATES, & OTHER REQUIREMENTS:

- LEDS Inquiry certification within one year of the date of hire.

Visit the City website for the complete job description.

TO APPLY: Download the application packet at www.warrentonoregon.us/jobs.

Mail application (resume and cover letter optional) to Chief Mathew Workman, City of Warrenton, PO Box 250, Warrenton, OR 97146, or email to mworkman@warrentonoregon.us.

Open until filled. First Review Deadline 4:00 p.m. May 16, 2025.

EOE.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____
 Last *First* *M.I.*

Address: _____
 Street Address *Apartment/Unit #*

 City *State* *ZIP Code*

Mailing Address: _____

 Address *Apartment/Unit #*

 City *State* *ZIP Code*

Phone: () Alternate Phone: ()

Date Available: _____ Social Security No.: _____ Email: _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license	YES <input type="checkbox"/>	NO <input type="checkbox"/>	License State: _____	Number: _____	
Class: _____			Endorsement: _____		

(A valid driver's license is required only when stated on the job announcement.)

Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	(A criminal conviction is a bar to employment only if it is related to the job for which applied.)
If yes, explain:	_____		

Office Skills

Typing Speed (wpm) : _____ Can you operate a computer? Yes ☐ No ☐

Do you speak a language other than English? YES ☐ NO ☐ If so, what language? _____

Computer Operation

Describe your computer operation skills, including programs used:

Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:

Education

High School:	_____		Address:	_____	
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
		High School Equivalency?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	School:
College:	_____		Address:	_____	
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree: _____
Other:	_____		Address:	_____	
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

EMPLOYMENT HISTORY: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company:	_____	Phone:	() _____
Address:	_____	Supervisor:	_____
Job Title:	_____		
Responsibilities:	_____		
From:	To:	Reason for Leaving:	_____
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:	_____	Phone:	() _____
Address:	_____	Supervisor:	_____
Job Title:	_____		
Responsibilities:	_____		
From:	To:	Reason for Leaving:	_____
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:	_____	Phone:	() _____
Address:	_____	Supervisor:	_____
Job Title:	_____		
Responsibilities:	_____		

Employment History continued

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Employment History continued

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) - I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.

(503) 861-0823 or cityrecorder@warrentonoregon.us



City of Warrenton

Position Description

Position: Police Clerk Assistant	
Department/Site: Police	FLSA: Non-Exempt (20 hrs. per week)
Evaluated by: Chief of Police	Salary Grade: Paid Hourly

Summary

Under supervision by the Police Chief; provides clerical and secretarial support to the Police Department; processes and reviews confidential Police records, documents, correspondence, and reports; prepares and enters data into the computer; processes, identifies, and prepares records and documents to be archived and purged according to written policy, procedures, guidelines, laws, standards, and best-practices.

Essential Duties and Responsibilities

The duties listed below are examples of the work typically performed by employees in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Create documents, some of which may be confidential, from rough draft materials: correspondence, verbal and statistical reports and memos; compose routine correspondence; maintain general department files; process invoices for payment.
- Receive information from the public, in person or by telephone; schedule appointments; take reports; forward information to officers in writing or electronically.
- Review and process reports prepared by officers: determine if appropriate agencies received copies; proofread reports, return to supervisor or officers for other corrections; add criminal history data, driving records, and other information as necessary.
- Maintain citation, warrant, and other files, purging files in accordance with approved procedures; maintain Law Enforcement Data Systems (LEDS) "Inquiry" level certifications. Obtain and use information from the LEDS system.
- Mark and purge files in accordance with approved procedures, State guidelines, and best practices.
- Enter and manipulate data using computer, calculator, telephone, Fax, copier, and printer.
- Responsible for developing safe work habits and contributing to the safety of self, co-workers, and the general public.

Other Duties

- Release vehicles from impound following established process and guidelines.
- Clean and/or disinfect offices as needed: vacuum, dust, wash windows, remove refuse, sanitize.
- Other duties of a similar complexity and responsibility may be assigned to this position.

Minimum Qualifications

- Graduation from high school or G.E.D.
- General office/clerical experience including the use of computer programs such as word processing and spread sheets in an office/clerical environment.
- Certifiable within one year at the LEDS "Inquiry" level
- Record must be free of any conviction for a felony punishable by more than one year in jail or conviction for unlawful use, possession or delivery of a narcotic or other controlled substance.
- OSP CJIS Security Clearance through an FBI Fingerprint submission.
- This is a position requiring adherence to federal, state, and local laws, both on and off duty.

Licenses, Certificates, and other Requirements:

- LEDS Inquiry Certification within one year of date of hire.

Desirable Qualifications:

- Experience in the use of the computer programs Word, Excel, and other records management programs.
- Current certification with LEDS
- Familiarity with law enforcement technology
- Familiarity with State archive and purge guidelines
- Experience in good customer service skills and communication skills.

Physical and Mental Demands:

Work is performed in an office environment but subject to events which may cause unusual stress; requires periods of sitting with attention to a computer keyboard and video display; light lifting or reaching for files is required; moderately heavy lifting to move record storage boxes at times; accuracy in recording information is required; frequent interruptions of work may be experienced by staff and customers depending on work times. Will interact with City staff, other organizations and the public; interact with people who are experiencing a wide range of emotions, may be mentally unstable, may be verbally abusive, prone to violence, and may be under the influence of substances.