

Independent Police Review Administrative Specialist

FLSA Status: Non-Exempt

Bargaining Unit: AFSCME

General Summary

Under general supervision, the Independent Police Review (IPR) Administrative Specialist provides administrative support for the IPR bureau and coordinates and acts as the liaison to the Citizen Review Committee (CRC), a volunteer committee of community members. Drafts and prepares communications, ordinances, electronic media content, and works to keep the IPR office functioning efficiently.

Distinguishing Characteristics

The IPR Administrative Specialist is distinguished from other Administrative Specialist classifications by its support of the independent, civilian oversight agency tasked by Portland City Council in agreement with the Department of Justice to investigate and monitor allegations of misconduct by sworn members of the Portland Police Bureau.

Typical Duties/Examples of Work

1. Acts as liaison to the CRC and provides administrative support, drafts, and communicates committee meeting agendas; prepares relevant materials; attends meetings, takes notes, and prepares and distributes meeting minutes; delivers appeals meeting and hearing notices to involved parties, reserves meeting space and makes food and other logistical arrangements.
2. Prepares and processes ordinances, resolutions and other legal documents associated with the Independent Police Review bureau for submission to City Council, drafts contracts and other related documents.
3. Provides confidential administrative support, organizes, maintains, and archives confidential office files, drafts correspondence and other documentation, conducts research, and develops reports.
4. Manages access to confidential case file materials, including user account log in information, troubleshooting technical issues, and maintaining contents to be shared.
5. Updates and maintains website content, and updates recruitment and promotional materials.
6. Schedules interviews and coordinates training sessions, which include Citizen academy, police ride along, and tours of various facilities within the Police Bureau.
7. Answers incoming calls, greets visitors, provides information, explains documents and requirements, and answers procedural inquiries. Opens, processes, and distributes mail.
8. Shares information and provides answers to questions from members of the public, community volunteers, advocacy organizations, City staff, Police Bureau members, elected officials' staff, and others.
9. Maintains office supply levels and advises appropriate party of necessary purchases.

Required Knowledge, Skills & Abilities

Knowledge of:

1. City organization, rules, policies, and procedures applicable to civilian oversight of police system and City Council proceedings
2. General office administration practices and procedures

3. Principles and practices of sound business communication
4. Customer service techniques, including dealing with people in sensitive situation and conflict resolution.
5. Word processing, spreadsheet, database, website maintenance and other standard software to prepare a variety of routine to moderately complex documents and materials, including notifications, correspondence, and meeting minutes.

Skills:

6. Using standard office technology, advanced skills with word processing, spreadsheet, website maintenance, and other specialized software.
7. Establish and maintain effective working relationships with managers, coworkers, other City employees, the public and others encountered in the course of work.

Abilities:

8. Exercise sound independent judgment in all aspects of work, use tact and discretion in dealing with sensitive situations and concerned complainants or members of the public.
9. Interpret, apply, explain City Code, Police Bureau protocols, administrative rules, and other regulations; ability to reach sound decisions based on these regulations.
10. Communicate clearly and effectively, orally and in writing.
11. Learn and apply new information required for assigned projects and responsibilities.

Minimum Qualifications Required

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: High school diploma or GED; AND

Experience: Three (3) years of related experience.

Special Requirements

- Must successfully pass a comprehensive background investigation.
- CJIS Level 2 Security Awareness certified within six months of hire.

Class History:

Adopted: July 1, 2022