



**KING COUNTY'S OFFICE OF LAW ENFORCEMENT OVERSIGHT (OLEO)
Office Manager**

Closes: March 3, 2019 at 11:59 p.m.

As an independent agency within the Legislative Branch of the King County Government, the Office of Law Enforcement Oversight (OLEO) was created to ensure the integrity, transparency, and accountability of the King County Sheriff's Office (KCSO) and to foster greater community trust in KCSO.

To carry out its mission, the Office of Law Enforcement Oversight (OLEO) seeks a knowledgeable and collaborative individual to support their diverse office in an Office Manager position. The OLEO Office Manager will manage all aspects of OLEO's administrative operations and serve as a primary point of contact for staff on policies, procedures and processes. A central duty of the Office Manager is data management, including significant data entry. The Office Manager will also monitor payroll and accounts payable processes to ensure that it's timely and accurate, maintain files, spreadsheets and databases; and provide customer service, independently and under general supervision.

This role requires a natural self-starter able to efficiently plan and prioritize deliverables and resources. A proven record of expertise with data management is essential. Successful applicants will have project management skills, problem solving and organizational skills, and a focus on customer experience. The OLEO Office Manager is a salaried, at-will, overtime-exempt classification that reports to the OLEO Director or designee.

OLEO values diverse perspectives and life experiences and is committed to upholding and promoting equal opportunity in employment. OLEO encourages people of all backgrounds, cultures and religions to apply, including veterans, people of color, immigrants, refugees, women, LGBTQ, and people with disabilities. A diverse workforce is a strong workforce.

MEET THE OFFICE OF LAW ENFORCEMENT OVERSIGHT (OLEO):

<https://www.kingcounty.gov/independent/law-enforcement-oversight.aspx>

SCOPE OF JOB DUTIES:

- **Data entry and data management.**
- **Scheduling, resource management, equipment management and inventory, data gathering, budgetary work and reports.**
- **Create, Organize and Manage** office documents such as reports, work plans, correspondence and databases.
- **Help establish** policies and protocols to ensure records retention laws, rules, policies and regulations.
- **Monitor** administration of OLEO's approved budget at the direction of the OLEO Director.
- **Maintain and purchase** adequate office supplies and equipment.
- **Research and Implement** ideas for improving office processes and procedures.

- **Support and enforce** OLEO's equity and social justice values and objectives, both in OLEO operations and OLEO work product and priorities.
- **Act** as a resource for all King County Constituents on issues that impact police and community relations.
- **Plan and manage** work responsive to OLEO's mandates, mission and professional standards.

OUR IDEAL CANDIDATE

Our ideal candidate will understand and have passion for police accountability, and working knowledge of issues relating to police practices, as well as expertise in data analysis, excellent written and verbal communication skills, initiative, and judgment.

Competitive candidates will have an Associate's degree with an emphasis in business or a related field, **OR** any combination of education and experience that clearly demonstrates the ability to perform the scope of the job duties and have demonstrated the following:

Experience working within King County is a plus.

- **A commitment** to equity and social justice.
- **Knowledge** and experience with file management and records retention.
- **Experience and comfort** with the use of Microsoft Excel, Microsoft Word, Outlook, and SharePoint.
- **Ability** to focus on the details and approach problems logically and rationally.
- **Excellent communication skills** including an ability to present information clearly and concisely in writing or verbally.
- **Flexible independent, self-motivated;** able to deal calmly and professionally with ambiguous data while leading in an environment of constant change.

COMPENSATION:

This position is open to all qualified candidates. The annual salary range for this position is \$70,688-\$95,068 and includes an innovative and award-winning employer with paid medical, dental and vision insurance as well as a generous vacation and leave program. To see all of King County's benefits, please visit our website at: <http://kingcounty.gov/jobs/benefits.aspx>

For additional information about OLEO and the three new job openings they have, please watch this [VIDEO](#).

HOW TO APPLY:

To apply go to: [King County careers page](#)

A King County application is **required** to be considered for this opportunity.

Interested applicants must submit:

- **A letter of interest**
- **A resume**
- **A King County application**

A complete job description can be downloaded by going to:

<https://kingcounty.gov/~media/Council/jobs/OLEOofficemanagerIapproved1-23-12>

If you have any questions regarding this opportunity to join County government, please contact Tracy Calderon at 206-477-0979 or tracy.calderon@kingcounty.gov.