City Auditor’s Office Job Announcement

**Executive Assistant (Auditor – Administrative Specialist III)**

Opens: Monday, January 13, 2020

Closes: Monday, February 3, 2020 11:59 PM

Salary Range: $55,370 - $102,648

The City Auditor’s Office is seeking a detailed-oriented public servant with excellent organizational and administrative skills to track and coordinate investigative case files of police misconduct allegations for the Independent Police Review.

As the civilian side of the City’s police accountability system, Independent Police Review is the central intake location for police misconduct complaints. It conducts investigations and monitors all cases investigated by the Police Bureau’s Internal Affairs unit. IPR and Internal Affairs investigate different types of misconduct cases but share a similar process. IPR generally investigates those involving high-ranking officers; vulnerable populations, such as children or people experiencing homelessness; and large events, such as street protests. IPR also uses complaint trends as the basis for policy reviews of the Police Bureau and makes recommendations for systemic change. IPR reports to the elected City Auditor, who is independent of the Mayor and City Commissioners.

The Executive Assistant primarily supports the division’s management and investigation teams by facilitating the opening and closing of investigations, tracking and coordinating the flow of sensitive documents throughout each stage of investigations, entering and reviewing data for accuracy, composing and editing correspondence.

Additional responsibilities of the Executive Assistant include:

* Supporting the mission, objectives, and service expectations of the Auditor’s Office; contributing to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
* Exercising independent judgment and following established protocols and guidelines for case handling; providing confidential administrative support to the management level positions in IPR.
* Assisting with support activities for the Citizen Review Committee, drafting procurement documents; tracking contract expenditures; coordinating professionals, police officers and complainants for mediation.
* Providing guidance for office support staff, assisting with staff training on the case management process and database.

Successful candidates will demonstrate a commitment to protecting the integrity of the police accountability process, experience coordinating high-volume caseloads within deadlines, excellent organizational skills, advanced office skills, and an ability to interact with people from diverse backgrounds.

**To Qualify:**

Three documents are required for a complete application: 1) a resume, 2) a cover letter, and 3) a brief writing sample. Omitting any of these documents will disqualify potential applicants from consideration.

**1) Resume**

List professional and relevant volunteer experience; education and training; and the time periods for each. If you speak more than one language or have specialized skills, please list them.

**2) Cover Letter**

Describe how you meet the following minimum qualifications, which are required to be successful in this position. Where possible, connect items in your resume to demonstrate how you meet these qualifications. It is advised that you use the numbered list below to ensure you respond to each item. Skipping any of the items will disqualify your application from further consideration, so please complete your cover letter with care.

Any combination of education and experience that is equivalent to a high school diploma or GED; and five years of comparable administrative experience.

Advanced office skills including typing, scheduling, proof-reading, note-taking, filing, logistics support, and timekeeping, and related skills in the use of computer and other office equipment.

Ability to maintain highly sensitive and confidential information, while exercising a high degree of tact, discretion, and diplomacy in sensitive situations; ability to prepare and maintain accurate, concise, and confidential records.

Ability to communicate and interact with internal and external customers in a professional and courteous manner, both orally and in writing.

Ability to apply relevant laws, ordinances, administrative rules, and policies.

If you meet these **preferred qualifications**, please briefly describe how in your cover letter.

* Bachelor’s degree from an accredited college or university or specialized certification or training.
* Experience coordinating administrative, employment, or criminal investigations in a government agency.
* Experience working in the criminal justice system or knowledge of the Portland Police Bureau.

**3) Writing Sample**

Prepare a written statement describing your experience or participation with diverse groups, exposure to equity issues and any actions to resolve them, and steps to make public or work spaces inclusive. Examples may include but are not limited to the following:

* Experience as a member of a historically underrepresented group in government decision-making;
* Experience living, working with, and/or interacting with individuals from diverse backgrounds and identities;
* Experience ensuring equitable and inclusive workplace operations and program outcomes.

If your experiences are different from those listed and you have a commitment to diversity, equity, and inclusion, please explain how you will manifest that commitment in this position.

**The Recruitment Process:**

Applicants must submit a cover letter, resume, and writing sample through the City of Portland's online application system. Emailed, mailed, hand-delivered or faxed applications will not be accepted.

Application materials will be reviewed to determine if candidates meet the minimum qualifications listed above. To successfully pass the initial screening process, you must ensure that your cover letter addresses each numbered point and includes examples that illustrate your experience and expertise. It is advised that applicants organize their cover letters using the numbered list to ensure each is addressed. Only candidates who meet the minimum qualifications will be eligible for an interview.

Your cover letter and resume should be no more than five pages combined. Your writing sample should be no more than two pages. Please do not attach materials not requested.

**All completed applications for this position must be submitted no later than 11:59 p.m. on the closing date of this recruitment.**

If you are requesting Veteran's Preference, attach a copy of your DD214 and/or Veteran's Administration letter stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for. Veteran's Preference documentation must be submitted no later than 11:59 PM on the closing date of this recruitment.

**Additional Information:**

This position is in the Classified Service. It is subject to Auditor’s Office Administrative Rules for Human Resources, City Code, and City Charter.

The City of Portland is committed to offering medical, dental, vision, basic life, and long-term disability coverage that provides quality care, support and value to eligible employees and their family members. Additional benefits such as flexible spending accounts, supplemental life insurance and employee assistance program coverage are available to ensure employees have the appropriate tools to safeguard themselves and their family. The City of Portland participates in PERS, the Oregon Public Employee Retirement System. For more information on the City of Portland's benefits please click [Benefits Information | The City of Portland, Oregon](https://www.portlandoregon.gov/bhr/60196).

Non-citizen applicants must be authorized to work in the United States at the time of application. It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans With Disabilities Act of 1990 and will be requesting an accommodation, the requests must be made to the Recruiter(s) named below no later than the closing date of this announcement.

If you have questions about how to apply or require any assistance in submitting your application, please contact:

Andrew Bryans, Administrative Specialist

[Andrew.Bryans@portlandoregon.gov](mailto:Andrew.Bryans@portlandoregon.gov)

(503) 823-4079