



City of Brisbane

Is accepting applications for the position of

Office Specialist (Police Records)

The City of Brisbane is currently recruiting for an **Office Specialist (Police Records)**. The Office Specialist (Police Records) provides difficult, technical, complex, and/or specialized office support; may provide lead direction and/or training to a small office support staff on a project or day-to-day basis; and performs related work as required. This is a fully experienced, skilled office support class. Responsibilities include the performance of technical, complex, and specialized office support work requiring the regular use of independent judgment and initiative. The ideal candidate for this position is self-motivated, has the ability to organize and manage effective and efficient clerical duties, and complete work in a timely manner. A strong customer service orientation with an ability to effectively respond to and communicate with customers in a courteous and professional manner is essential. A full classification description is available online at: <https://www.brisbaneca.org/hr/page/job-descriptions>

Examples of Duties (Illustrative Only):

- Performs difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the department or to which assigned.
- Researches and assembles information from a variety of sources for the preparation of reports or completion of forms; uses spreadsheets and may make arithmetic and statistical calculations.
- Uses a variety of automated business applications related to the department to which assigned, such as preparing graphic materials, tracking registrations, rentals, permits, or system monitoring, processing departmental payroll, and processing accounts payable.
- Conducts special projects related to the department to which assigned; may obtain and provide information to other organizations, summarizes such information, and makes recommendations.
- Receives and screens visitors and telephone calls; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies,
- Arranges for meetings by scheduling rooms, notifying participants, preparing agendas, and ensuring that information is compiled and duplicated; may prepare summary or action minutes of such meetings.
- Prepares correspondence, reports, forms, vouchers, work orders, and specialized documents related to the department to which assigned from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, formatting, and correct English usage, including grammar, punctuation, and spelling.
- Receives and reviews forms, drawings, and other materials for completeness; processes and routes such documents as appropriate.
- Prepares and updates a variety of periodic and special narrative, accounting, and statistical reports.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchase and maintenance, and serving on various task forces and committees.
- May collect and account for fees and other monies collected.

- May direct the work of a small office support staff on a project or day-to-day basis; may train staff in work procedures.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate a two-radio or other department-specific equipment.
- Maintains accurate records and files.

QUALIFICATIONS:

Knowledge of:

- Codes, regulations, policies, and procedures related to the department to which assigned.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Basic supervisory principles and practices.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.

Skill in:

- Performing technical, specialized, complex and difficult office administrative work requiring the use of independent judgment.
- Interpreting and implementing policies, procedures and computer applications related to the department or organizational unit to which assigned.
- Analyzing and resolving office administrative and procedural problems.
- Composing correspondence and reports independently or from brief instructions.
- Establishing and maintaining a records management system for the assigned organizational unit.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Organizing own work, coordinating projects, setting priorities, meeting critical deadlines, and following-up on assignments with a minimum of direction.
- Directing the work of others and training others in work procedures.
- Taking a proactive approach to customer service issues.
- Providing information and assistance to the public and others in an effective manner.
- Establishing and maintain effective working relationships with those contacted in the course of the work.
- Word processing at a net speed of 50 words per minute from printed copy.

Education and Experience:

Equivalent to graduation from high school with supplemental business school training and four years of responsible office administrative, secretarial, and/or general clerical experience.

Experience in dealing with the public and working in a public agency setting is desirable.

College or technical school course work in an appropriate curriculum is desirable and may be substituted

for the experience on a year-for-year basis.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

SALARY AND HOURS:

\$37.95 - \$39.84 - \$41.85 - \$43.93 - \$46.13 per hour

Appointments are generally made at the first step in this range. This is a full-time position working Monday through Friday, 8:00 AM – 5:00 PM. May be required attend occasional meetings and work assignments scheduled outside of regular business hours.

BENEFITS:

This position is eligible for benefits under the General Employees Association memorandum of understanding. Health benefits are offered through the CalPERS Health Program. The City contributes to a flexible compensation plan towards the cost of health plans offered, up to family coverage. City provides paid vision through VSP, dental through a self-insured reimbursement program, long-term disability, and life insurance coverage through Voya Financial, and an Employee Assistance Program through MHN. Retirement benefits are provided through CalPERS, 2%@60 for “Classic” members, 2%@62 for “New” members. The City will contribute 1.5% to a Deferred Compensation 457b plan with additional matching available. Flexible spending accounts (Health & Dependent Care) and commuter spending accounts are also available. Free commuter shuttle to and from BART & Caltrain.

APPLICATION PROCESS:

Interested candidates must submit a completed on-line application at www.calopps.org.

Applications must be received by Friday, August 22, 2025, at 5:00 PM.

SELECTION PROCESS:

Applications will be screened, and a limited number of the most highly qualified candidates will be invited to the oral panel. An eligibility list will be established from those who pass the oral panel interview process. A limited number of eligible candidates from the list will be invited for a Department Head/Manager interview, who will make the final recommendation. Eligibility lists are good for one year, unless abolished sooner. After a mutual interest has been established, the final candidate must pass a fingerprint check submitted to the Department of Justice (DOJ), a pre-employment process, including a pre-employment physical and drug screening (when applicable), and reference check.



The City of Brisbane is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices. The duties described in this job announcement are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job announcement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.