



Baker County Administrative Services ~ Personnel  
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## BAKER COUNTY JOB OPENING

DEPARTMENT: Baker County Sheriff's Office, Dispatch Division

POSITION: **Records Specialist .75 FTE**

Salary Range: 8

Step 1	Step 2	Step 3	Step 4	Step 5
\$2,538.75/mo.	\$2,663.25/mo.	\$2,796.75/mo.	\$2,939.25/mo.	\$3,083.25/mo.

### **Summary**

This classification performs support duties to the Baker County Sheriff's Office in preparation, processing, organization and maintenance of information, records and materials. This includes communicating information to others and appropriately receiving, screening, reviewing and verifying documents or materials.

### **Examples of Essential Job Duties:**

- Assist public in person and by telephone; answer a wide variety of questions related to department; interpret information requiring knowledge of departmental policy and procedure in order to provide assistance, exchange information and solve problems.
- Collect and record cash payments; write receipt and post payment.
- Maintain filing system for the Baker City Police Department and the Baker County Sheriff's Office, which includes archiving of records, ensuring that outdated records are destroyed as required.

### **Education, Experience and Training**

Four years progressively responsible work related experience, which includes legal, civil, or law enforcement experience OR a satisfactory equivalent combination of education, experience and training. Must have a High School Diploma or GED and be able to pass a 12<sup>th</sup> Grade reading and writing exam and background check.

*A complete job description and application is available upon request or online at:*  
[www.bakercountyor.gov](http://www.bakercountyor.gov)

For additional information, contact Shelly Christensen in the Administrative Services office at 541-523-8209.

POST DATE: March 18, 2024

CLOSING DATE: April 1, 2024 or until filled