

Skills/Knowledge:

- Records management systems, techniques, and technologies; preferably New World RMS.
- Public Records dissemination.
- City organization, operations, policies, goals, values, and objectives. Knowledge of municipal budgeting procedures.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures.
- Business English, grammar, spelling, punctuation, vocabulary and types/formats of business correspondence.
- Process improvement theory and best practices.
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other department and city staff, city officials and a positive customer service orientation with the public.
- Management and team building skills including supervisory, instruction, problem analysis and decision making, planning and organizing, adaptability/flexibility, stress tolerance and time management.
- Excellent written and verbal communications skills; telephone and calendaring skills.
- Proficient in MS Word, Excel, and other MS Office applications. Proficient RMS/CAD skills.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Establish and maintain an accurate, complete, well-organized and confidential record-keeping system.
- Train, supervise, and evaluate personnel. Proactively address employee issues. Work effectively with labor unions.
- Communicate effectively, both orally and in writing; Relate to others in a professional, courteous, and respectful manner.
- Work independently and exercise considerable independent judgment regarding work methods and priorities.
- Compose, type and edit business correspondence; edit technical reports.
- Perform research and write comprehensive reports on administrative matters for internal and external use.
- Analyze administrative issues and develop and implement sound solutions.
- Take, transcribe, check, and proofread complex oral and machine dictation to produce meeting minutes, contracts, ordinances, correspondence, memos, reports, and other documents.
- Utilize word processing and spreadsheet functions to tabulate and sort data, generate reports, newsletters, worksheets, schedules, letters, memos, requisitions, and other items of similar complexity.
- Organize difficult, non-routine administrative and/or clerical work; may assign tasks to other clerical staff and supervise the completion of work. Gather information for reports and transactions, consolidate, and prepare data for review.
- Make appointments/travel arrangements for the Deputy Chief and Chief; update the calendar system as required.
- Establish and maintain effective working relationships with City staff, elected officials, other organizations, and the public.

MINIMUM REQUIREMENTS:**Experience and Education/Training:**

- Associate of Arts degree or equivalent college credits in Criminal Justice or Business Management or a related field.
- Three (3) years of directly or very closely related experience, plus two (2) years of supervisory experience, or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the essential functions of the job.

Licenses/Certifications required:

- Possession of or ability to obtain Washington State ACCESS Certification is required.

Preferred Qualifications:

- Experience with the New World public records management and systems strongly preferred.
- Experience working with various criminal justice systems (JIS, SECTOR, ACCESS, IBR, LiveScan)
- Experience working in municipal government.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

*See the attached questionnaire for position specific physical requirements and typical working conditions.