

## OKANOGAN COUNTY COMMISSIONERS'

### RESOLUTION 138 - 2022

*A resolution to adopt an updated job description and grade reclassifying the Administrative Support Specialist and to provide a comparative wage which includes a cost of living adjustment*

**WHEREAS**, the North Central Washington Narcotics Task Force is a quasi-governmental agency that operates exclusively on funds from the Byrnes Department of Justice Grant; and that the Okanogan County Sheriff's Office functions as the parent agency; and

**WHEREAS**, the Operations Support Specialist position at the North Central Washington Narcotics Task Force is filled by Jodi Meyer, a special employee of the Sheriff's Office; and

**WHEREAS**, during a recent required operational inspection and review of the North Central Washington Narcotics Task Force, the Washington State Department of Commerce Peer Review Team identified that the job description of the Administrative Support Specialist was incomplete and failed to capture the complexity and level of work being performed. Additionally, the team identified that numerous operationally required tasks were not included on the job description despite a clear expectation for the incumbent to accomplish the work; and

**WHEREAS**, the Board of County Commissioners has requested job descriptions periodically be reviewed and updated to accurately reflect the duties and responsibilities of each position; and

**WHEREAS**, the Task Force Commander and Task Force Executive Board have updated the job description which more accurately reflects that of an Operations Support Specialist, and the position complexity and level of work being performed warrants a grade change; and

**WHEREAS**, the Board of County Commissioners approved Resolution 058-2022 which reclassified the Operations Support Specialist position from the former Administrative Support Specialist, but used Okanogan County job classifications as duty and wage comparators rather than comparable task force counterpart classifications; and

**WHEREAS**, the Board of County Commissioners approved Resolution 067-2022 which modified the effective date of the reclassification of the Operations Support Specialist position established in Resolution 058-2022, from April 21, 2022 to January 1, 2022; and

**WHEREAS**, the North Central Washington Narcotics Task Force Executive Board voted on September 7, 2022, to modify the compensation of the Support Specialist position based on a combination of the current 12-month Western States CPI rate of 8.6% and a wage comparison of task force counterpart support positions.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Okanogan County Commissioners that Resolution 058-2022 and Resolution 067-2022 both be rescinded.

**BE IT FURTHER RESOLVED** that effective January 1, 2022, the Administrative Support Specialist (DTF132AFF-001) classification is reclassified as Operations Support Specialist, and grade 16 is hereby changed to grade 30.

**BE IT FINALLY RESOLVED**, that the incumbent employee, Jodi Meyer, is hereby reclassified to grade 30, step 5.

**DATED** at Okanogan, Washington this 4<sup>th</sup> day of October ~~September~~, 2022.



**ATTEST:**

Lalena Johns, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

Andy Hover, Chairman

Chris Branch, Member

Jim DeTro, Member





## Okanagan County Sheriff's Office

## Position Description

*The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.*

### Job Title: Operations Support Specialist

**Division: NCWNTF**

**Reports to: NCW Narcotics Task Force Supervisor**

**Collective Bargaining: No**

**FLSA: Non-exempt**

**Version: 4/11/22**

**Wage Comp: \$3,177 (\$18.33/hr.) to \$3,863 (\$22.29/hr.) per month**

**Pages: 1 – 4**

### Job Purpose and Summary

A confidential position under general direction of the North Central Washington Narcotics Task Force (NCWNTF) Commander, serves as the Operations Support Specialist providing complex operations, administrative clerical and accounting support to the agency.

In an extremely sensitive and confidential operating environment, performs a complex variety of operational, administrative, and accounting activities as required by the NCWNTF and associated grants. Expected to analyze and interpret budget and accounting data, assist the NCWNTF Commander in coding and auditing financial data, perform all administrative activities of the agency and perform the more complex activities within other areas of assignment. Individuals assigned to this classification are expected to be skilled in a wide range of clerical and fiscal matters and to perform independently in accordance with established policies and procedures. Work situations are both regular and varied and require a thorough knowledge of the agency's function, policies and procedures. Supervision is normally general and infrequent. Individuals are expected to plan their own work sequence.

Must demonstrate initiative to seek and identify variance and changes in legal requirements and remain current with operational industry standards and best practices. Must strive to provide effective and efficient law enforcement services; serve in a law enforcement capacity in a responsible and effective manner, often under difficult and stressful situations; use and care of firearms; manage, direct and coordinate the work of sworn personnel; prepare clear and concise administrative reports; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including; County and other government officials, support service providers, community groups, and the general public.

### Classification Distinction

This position exercises no supervisory responsibility.

### Essential Functions

- Coordinate, schedule and perform all activities in the area of assignment to ensure that work is performed efficiently and according to appropriate guidelines, procedures and regulations.
- Coordinate, review and monitor the Byrnes Grant. Assist NCWNTF Commander in preparation of grant documents, billing, maintenance of statistics, and preparing reports.
- Handles cash and issues checks.
- Receipt and prepare deposits to the Treasurer's Office.
- Prepare monthly and quarterly financial reports for review by the NCWNTF Executive Board.
- Prepare vouchers and maintain accounts payable records.
- Prepare Annual Report and submit to the State Treasurer.
- Maintain database and prepare reports. Perform quality control and provide appropriate feedback.
- Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including; County and other government officials, support service providers, community groups, and the general public.

- Administrative and collateral assignment support to the NCWNTF Supervisor.
- Confidentiality is required and critical to this position.

### **Typical Duties:**

#### Financial Duties:

- Maintain Drug Task Force fund #132:
  1. Auditor's and Treasurer's Office Liaison
  1. Receipt and deposit income at Treasurer's office
  2. Prepare monthly financial reports
  3. Maintain accounts Payable records
  4. Prepare vouchers
  5. Application of appropriate BARS Codes
  6. Prepare Grant billing/accountability
- Access and manage undercover accounts/reconciliation:
  1. Undercover funds: checking
  2. Undercover savings
- Maintain Sale of Confiscated Assets (seizure files/accounts):
  1. Deposit revenues/maintain balances
  2. Prepare quarterly reports/ prepare annual report to State Treasurer
  3. Schedule assets for sale at auctions
- Prepare Byrnes Grant voucher (monthly billings)
- Maintain restitution files/accounts
- Research, apply and maintain other grants (meth, marijuana, etc)
- Maintain Operational Agreement billing/collection

#### Coordination of Byrnes Grant - Office of Economic Development (CTED):

- Assist in drafting Byrnes Grant documents
- Invoice Washington State Department of Commerce for monthly expenditures
- Washington Department of Commerce liaison for statistical information
- Washington State Patrol liaison:
  1. Maintain Byrnes Reporting Program
  2. Prepare/Send quarterly reports
  3. Reporting of Marijuana Eradication Data/billing for TF and Sheriff's Office

#### Administrative Duties:

- Daily Duties:
  1. File management - Keep thorough records to document case management
  2. Phones
  3. Correspondence for Sergeant/Detectives
  4. Assist Sergeant/Detectives
  5. Maintain mail - pick up, sort and distribute incoming & outgoing mail
  6. General correspondence
  7. Handle travel arrangements and room accommodations for personnel
  8. Confirm registration and enrollment as needed for training classes and conferences
  9. Prepare statistical data to supervisor / executive board
  10. Liaison with other local, state and federal law enforcement agencies
  11. File clerk (maintain filing deadlines with Courts):
    - Search Warrants
    - Body Wires



- Executive Secretary to the Task Force Executive Board
  1. Prepare meeting reports/stats
  2. Prepare quarterly mailings/agendas
  3. Prepare correspondence
- Okanogan County Sheriff's Office liaison (Sheriff, Undersheriff, Chief Criminal Deputy)

#### Asset Forfeiture/Seizure

- Seizure Hearing Secretary:
  1. Preparation of all Legal Documents, seizure notices and conduct correct mailing procedures
  2. Liaison to Civil Deputy/Prosecutor's office
  3. Scheduling of all hearings
  4. Maintaining RCW statutes (filings/deadlines)
  5. Maintain audio recording
  6. Maintain and provide yearly report of forfeitures to State Treasurer
  7. Preparation of financial subpoenas:
- Bank
- Credit Reports
- Employment Security

#### **Minimum Qualifications:**

- High School diploma, GED or equivalent.
- Two (2) years business office experience, preferably in accounting, bookkeeping, or administrative assistance.
- Proficiency with Microsoft Office applications.

#### **Preferred Qualifications:**

- College level coursework in business administration, criminal justice, accounting or related field.

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

- Applicable sections of the Washington State Law.
- Office practices and procedures including record keeping, telephone techniques, data entry and operation of computers and standard office equipment.

##### Skills and/or Ability to:

- Appear for scheduled work with regular, reliable and punctual attendance.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Effectively plan and organize work and complete tasks within prescribed timeframes.
- Perform arithmetic calculations.
- Communicate clearly and effectively by phone and in person with people. Prioritize multi-task, and meet strict deadlines, paying close attention to detail.
- Respond quickly, effectively and calmly in stressful and emergency situations.
- Understand and follow complex written and oral instructions regarding a variety of procedures and regulations.
- Deal courteously and cooperatively and establish and maintain effective working relationships with County staff, law enforcement personnel, outside agencies and the general public.
- Remember and record details.
- Learn established principles, practices, policies and procedures of police work.
- Perform duties independently.
- Ability to operate a computer, calculator, copier, type, and use word processing, database, and spreadsheet software programs proficiently and accurately.

- Code and input information into computer and research and locate records through the use of a computer.
- Learn and adapt to new or modified equipment and software programs.

**Physical Demands:**

The working environment for this position is generally in an office setting, office duties require standing, walking on various types of surfaces, sitting, standing, maintaining balance, climbing stairs and inclines, bending, stooping, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, gripping with fingers and hands; lifting and carrying up to 20 pounds. Must be able to hear normal voice conversations, to speak in a public setting, have close, far, side vision with depth perception. Requires ability to operate a passenger vehicle as required to attend training and attend meetings at various county worksites.

**Acknowledgements:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date
_____	_____
Department Head Signature	Date

Effective Date: 08/18/2015	EEO Code: 6	Department: North Central Washington Narcotics Task Force
Dates Amended: 08/18/2015	Union: n/a	Division: n/a
FLSA Exempt: No	Grade: n/a	Pos #: DTF132ASS-001

## NORTH CENTRAL WASHINGTON

NARCOTICS TASK FORCE

POST OFFICE BOX 1314  
OKANOGAN, WASHINGTON 98840  
TELEPHONE (509) 422-7227  
FAX (509) 422-7226

DATE: September 16, 2022  
TO: All Task Force Board Members  
  
FROM: Jodi Meyer Secretary to the Board  
  
RE: Task Force Board Meeting

This is to remind you that the next Task Force Executive Board meeting has been set for **Wednesday, December 21, 2022 at 1000 HOURS** at the **Okanogan County Sheriff's Office – Conference room.** All members are encouraged to attend.

Enclosed please find a copy of the proposed agenda. If you will not be able to attend the meeting or have anything to add to the agenda, please email Jodi at [jmeyer@co.okanogan.wa.us](mailto:jmeyer@co.okanogan.wa.us) by Tuesday, December 20, 2022.

Sincerely,

Jodi Meyer  
SECRETARY TO THE BOARD

BY: \_\_\_\_\_  
Jodi Meyer  
SECRETARY TO THE BOARD

FR:jm

## **TASK FORCE BOARD MEETING**

**December 21, 2022 @ 1000 Hours  
OSCO – CONFERENCE ROOM**

### **AGENDA**


- I. OLD BUSINESS**
  - A. Approval of the September 7, 2022 meeting minutes – (Chief Christensen)**
  
- II. NEW BUSINESS – Additions or Changes to the Agenda**
  - A. Financial Report – (Secretary Meyer)**
    - Approval of Financial Report
  - B. Task Force Update – (Sergeant Petker)**
    - Stats
    - Task force case updates
  - C. Court Update – (Prosecutor Lin & Burke)**
  - D. Border Patrol Update – (PAIC McNair)**
  - E. Port of Entry – (Director)**
  - F. Miscellaneous – (Board)**
  - G. Next Meeting Date**



Present: September 7, 2022 meeting


Aaron Culp – Undersheriff/Commander  
Tony Hawley - Sheriff  
Chief Steve Brown – CTPD  
Chief Dan Christensen – Omak PD  
Jodi Meyer – NCWNTF/Secretary to the Board  
Josh Petker – NCWNTF  
Marshal Johnson – Winthrop Marshal's Office  
Jeff Mason - WSIN

#### OLD BUSINESS

- A. Chief Christensen called the meeting to order at approximately 1005 hours. He asked if all present had received a copy of today's board meeting packet containing minutes from the June 8, 2022 meeting, asked for two grammatical corrections to be made and if there was any discussion or any other corrections to be made. Chief Brown made a motion to approve the minutes as written with the two corrections, Sheriff Hawley seconded, all were in favor and the motion to approve the minutes passed.
- B. An email was sent out prior to the meeting requesting a discussion in regards to an increase in the hourly rate for the administrative assistant. Wage comparison's to other Task Force administrative assistants was included in this email. After discussion, Chief Christensen made a motion to increase the wages of the administrative assistant to \$30.83 per hour retro to January 1, 2022. Sheriff Hawley seconded the motion, all were in favor and the motion was passed. At this time, Jodi Meyer requested membership to the guild to obtain the Sheriff's Office medical and dental benefits as outlined in the Task Force Operational Agreement under Section 2.7. Josh Petker will discuss guild membership with the guild members regarding this matter.
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#### NEW BUSINESS – No additions to the minutes

- Secretary Meyer gave the financial report. She reported the account balances as of September 7, 2022: task force account #132 - \$483,086.45, task force investment account - \$154,038.81, state treasurer account - \$138.17. Chief Brown made a motion to approve the financial report as stated, Sheriff Hawley seconded, all were in favor and the financial report was approved.
- Sergeant Petker reviewed the Task Force stats from July 1, 2022 to August 31, 2022. Statistics for that time period are as follows:



[REDACTED]

The Department of Commerce denied the initial request for approval for the construction bids stating grant funds can only be used for construction costs when it concerns safety issues. There are several issues to include the HVAC system, electrical and other minor structural things that would be considered safety issues that can be paid for by the grant. The Task Force would like to request the use of non-grant funds to repair some of the necessary upgrades, modifications and repairs to the office that cannot be paid for by grant funds. Chief Brown made a motion to allow non-grant funds to be used for necessary maintenance and repairs on the Task Force building, Sheriff Hawley seconded the motion, all were in favor and the motion was passed.

[REDACTED]

[REDACTED]

- Prosecutor Burke – not present.
- Prosecutor Lin – not present.
- PAIC McNair – not present.
- Port of Entry – not present.
- Miscellaneous – nothing to report.
- The next board meeting was scheduled for Wednesday, December 21, 2022 at 1000 hours in the Okanogan County Sheriff's Office Conference Room. The meeting was adjourned at 1055 hours.