

**OFFICE ASSISTANT**  
**ODE College to County Mentorship Program**

**SUMMER INTERN POSITION:** June through September

**SALARY:** \$15.00/HR, 20 hrs per week

**LOCATION:** Multnomah County Justice Center (1120 SW 3rd Ave, Portland, OR 97204)

***Agency solicitation and Program Description:***

The Multnomah County Sheriff's Office is seeking qualified candidates for a temporary, summer position as an Office Assistant in our Close Street Supervision (CSS) Program. Close Street is an intensive custody and supervision program that provides pre-trial services to arrestees of Measure 11 crimes, domestic violence cases, and a select group of clients with mental health disorders. Deputies interview defendants and conduct investigations to present the Court with accurate, timely, and impartial information which assists the Judge in making an informed release decision. This program supports both offender accountability and reentry of the offender into the community while increasing available jail beds.

***Job Description:***

This position will assist the CSS personnel in administrative duties to include entering data into a case management system, running statistical and other reports to assist deputies in release recommendations. Retrieve data from phone system used by clients to "check in" and enter data in case management system.

***Knowledge/Skills/Abilities Required:***

Microsoft Suite including Word/Excel  
Working knowledge of Outlook  
Writing – Ability to communicate effectively in written form  
Time Management – Ability to manage and track one's own hours  
Ability to pass a criminal justice background investigation

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

**Application Instructions:**

Please fill out and submit an application for this position through the link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.