

**College to County Mentorship Program****Department of Community Justice - Adult Services Division  
West Support Services****JOB TITLE:** Office Assistant 2**SEASONAL TEMP POSITION:** June through September**NUMBER OF POSITIONS:** 2**SALARY:** \$15.00 hr. (30-40 hours per week, Monday-Friday)**LOCATION:** West Support Team: Mead building 421 SW 5<sup>th</sup> Ave, Portland OR 97204***Department solicitation and Department or Division description:***

Our mission is to provide Community Safety through Positive Change.

The Adult Services Division (ASD) promotes public safety and strives to reduce recidivism while supervising over 10,000 adult offenders sentenced to probation or released from custody on parole. Justice involved individuals (JII) are held accountable in a fair and just way through a balance of supervision, services, and sanctions designed to develop necessary skills for success while effectively using public resources. The Department works closely with community members, partners and staff and routinely evaluates the extent to which local policies support best practices.

***Job Task Description:***

This position will assist in administrative and technical functions, associated with Mead building support services. Tasks will include filing, data entry, reception, answering phones, and other various administrative tasks for the West Support Teams (Admin Unit and Records Unit). Individuals with interest in corrections, legal aid, administration, records management, corrections technician or other community corrections careers will have the opportunity to become further involved in these areas and provide additional support / receive extra exposure and training.

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

Ability to use Microsoft Suite, enter information into a database, provide excellent customer service, utilize search engines and have a solid foundation of Ethics and Boundaries. It is important that the intern treat all staff and clients with dignity and respect.

**Special Requirements:**

- 10-key skills are highly desirable
- Ability to both follow directions and work independently
- Customer Service experience is a plus
- Multi-line phone experience is a plus
- Experience working in a fast-paced environment is a plus
- Bi-lingual Spanish a plus

**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 form also located at this [website](#). The deadline for submitting online application is March 31, 2019.