



**MULTNOMAH COUNTY SHERIFF'S OFFICE**  
501 SE HAWTHORNE BLVD., SUITE 350 • PORTLAND, OR 97214

*Exemplary service for a safe, livable community*

MICHAEL REESE  
SHERIFF

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**OFFICE ASSISTANT-CORRECTIONS DIVISION**  
**ODE College to County Mentorship Program**

**SUMMER INTERN POSITION:** Summer Term/Office Assistant

**SALARY:** \$16.56/HR, approximately 30 hours per week

**LOCATION:** Multnomah County Inverness Jail. 11540 NE Inverness Dr, Portland, OR 97220

***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 Programs Unit.

***Job Description:***

This position will assist Program Unit personnel in administrative duties to include sorting, scanning, photocopying and recording documents/information. The position will assist Mailroom technicians with the day-to-day management of inmate mail operations, including sorting, processing, and preparing mail for distribution, as well as processing mail to be returned to sender. Also, accurately documenting operational activities of the daily mail processes as well as any unusual incidents.

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

- Attention to detail
- Microsoft Office 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

**Supervisors: Dalene Felix**

**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.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 4th, 2021.