



Adult Division Procedures Internship

College to County Intern 2025 - Department of Community Justice

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025

Hours: +/- 30 hours/week

Telework: *Hybrid*

Physical Location: *Mead Building- 421 SW 5th Ave Portland OR 97024 & East*

Campus- 1245 SE 122nd Ave Portland OR 97233

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: There will be local travel associated so public transportation or driving is required.

TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our [College to County website](#).

What Does the Adult Division Do?

The Adult Division of the Department of Community Justice works with Justice Involved Individuals (JIIs) who are on pretrial, probation or Post-Prison Supervision. We hold JIIs accountable through a balanced approach of supervision, services, and sanctions. We have a variety of units and programs like Pretrial Supervision Program, Recognizance, Field Units, Intake, and Transition Service that are all unique in their responsibilities and procedures. We also serve multiple locations like: the Mead building, East Campus, Gresham Office, Courthouse and the Justice Center.

Internship Description & Responsibilities:

The intern in this position will have the opportunity to document and help develop procedures for our division, focusing on alignment with the County and Department values and policies. This is an opportunity to learn how our administrative, record, and field teams interact with all the other teams working in DCJ.

- *Under the direction of the Senior Leadership Team, building relationships with various staff persons within our division and across our organization*

to ensure we are engaging in peak customer service and meeting the needs of those we serve.

- *Assisting units/teams building their manuals or procedures to ensure succession planning.*
- *Integrating procedures saved on various mediums into one easy to use, easy to access, and easy to follow procedure manual or location.*
- *Creating, Reviewing and Comparing procedures for processes and teams.*
- *Ensure maximum understanding and access to knowledge and procedures regardless of location and/or experience*

Learning Outcomes:

- Increased knowledge of community corrections agencies to include state wide, county and agency requirements
- Increased knowledge of Oregon Revised Statutes and Oregon Administrative Rules as it relates to community supervision
- Develop skills for of policy and procedure writing
- Increased verbal and written communication across a wide range of staff and classifications

Minimum Qualifications and Education :

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values.
- Good organizational and communication skills. Experience with Google Suite is beneficial.
- Customer service experience, especially set in a large office or public setting
- Interest and/ or experience in policy and procedure development
- Self motivation, and the ability to work independently with little direction

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and



addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

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 15, 2025 at 9am PST.