



## MULTNOMAH COUNTY SHERIFF'S OFFICE

*Sheriff Nicole Morrisey O'Donnell*

---

### COLLEGE INTERN—CORRECTIONS DIVISION College to County Mentorship Program

#### **SUMMER INTERN POSITION**

**SALARY:** \$24.00, approximately 30 hours per week - 12 weeks - starting in June

**LOCATION:** Multnomah County Detention Center - In-person  
1120 SW 3<sup>rd</sup> Ave. Portland, OR

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

The Multnomah County Sheriff's Office is seeking **Multiple** qualified candidates for a temporary, summer position as a **COLLEGE INTERNS** in our Programs Unit.

#### ***Job Description:***

We are seeking four energetic and friendly individuals to support our Programs Unit, Close Street (2), and jail operations with administrative tasks. These interns will work closely with MCSO staff at the Multnomah County Detention Center, assisting with tasks to support adults in custody and recently release individuals to ensure smooth operational flow at the Multnomah County Detention Center.

The Programs college intern will assist our Corrections Counselors in providing educational and leisure activities to adults in custody. Such work will include maintaining and updating data and tracking documents, sorting and addressing service requests, and archiving program paperwork. The intern will have the opportunity to shadow Counselors as they interact with adults in custody to assist with day-to-day requests, engage in release planning efforts, and provide other supports.

The Close Street college intern(s) will provide administrative services to our Pre-Trial Monitoring program that offers a unique opportunity for students to gain hands-on experience in the criminal justice system, focusing on the administrative aspects of monitoring individuals awaiting trial. In this role, interns will assist with front desk task, data entry, and providing critical support to ensure the efficient operation of Close Street.

The Jail Operations college intern role offers administrative support to a Jail Operations Sergeant providing an essential learning opportunity for students in understanding the administrative components of correctional facility management. This position involves assisting with the management of handling correspondence, and maintaining records, thereby ensuring the smooth operation of jail activities under the guidance of an experienced sergeant. This role offers a unique blend of administrative skill development and insight into the operational functions within a correctional environment.

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

- Candidates should have completed or enrolled in a college/university academic institution.
- Positive mindset and work ethic
- Attention to detail
- Microsoft Office Suite including Word/Excel
- Working knowledge of Outlook
- Effective oral and written communication
- Time Management – Ability to manage and track one's own hours
- Ability to pass a criminal justice background investigation



**MULTNOMAH COUNTY SHERIFF'S OFFICE**

*Sheriff Nicole Morrisey O'Donnell*

---

**Supervisor:** Steve Ciccotelli