



MULTNOMAH COUNTY SHERIFF'S OFFICE

Sheriff Nicole Morrisey O'Donnell

College Intern/Inmate Programs—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 Inverness Jail - In-person
11540 NE Inverness Dr., Portland, OR 97220

Agency solicitation and Program Description:

The Multnomah County Sheriff's Office is seeking (2) qualified candidates for a temporary, summer position as a **College Intern** in our Inmate Programs Unit.

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

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

Job Description:

We are looking for 2 energetic, friendly, and team-oriented persons to help our Programs Unit team with administrative tasks. This interns will work directly with Programs Unit personnel to assist adults in custody and to maintain smooth operations at the Multnomah County Inverness Jail.

The interns will assist our Corrections Counselors in providing educational and leisure activities to adults in custody. Such work will include maintaining and updating library books in the housing areas, sorting and addressing service requests, archiving program paperwork, and providing support services for the on-site treatment dorm and pre-employment program. The interns will have the opportunity to: shadow Counselors during educational/therapeutic groups and classes, observe 1:1s, learn about Multnomah County Specialty Courts, and assist with administrative tasks such as scheduling and attendance keeping.

The interns will also assist our Corrections Technicians in processing mail for adults in custody. All mail must be sorted, reviewed, and searched prior to delivery to ensure that prohibited materials do not enter our secure facilities. The interns will learn about mailroom policies and procedures, and will assist with mailroom operations. Such work will include sorting, reading, digital scanning, and digital archiving.

Knowledge/Skills/Abilities Required:

- Candidates should have completed or enrolled in a college/university academic institution.
- Positive mindset and work ethic
- Attention to detail



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- 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

Supervisor: Duane Randle