



MULTNOMAH COUNTY SHERIFF'S OFFICE

Sheriff Nicole Morrissey O'Donnell

COLLEGE INTERN—CORRECTIONS DIVISION Corrections Internship - Hiring Multiple Positions

JOB TYPE: Temporary College Intern
SALARY: \$24.00 an hour - approximately 30-40 hours per week
DURATION: Summer 2025 - Starting in June - 12 weeks
LOCATION: **Multnomah County Detention Center**
1120 SW 3rd Ave. Portland, OR or

Inverness Jail
11540 NE Inverness Dr, Portland, OR

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

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

Agency solicitation and Program Description:

The Multnomah County Sheriff's Office is seeking qualified candidates for a temporary, summer position as a **COLLEGE INTERN** in our Programs Unit. We are seeking **five** energetic and friendly individuals to support our Programs Unit (**3 positions**) and Close Street (**2 positions**) with administrative tasks. These interns will work closely with MCSO staff at the Multnomah County Detention Center and Multnomah County Inverness Jail, assisting with tasks to support adults in custody and recently release individuals to ensure smooth operational flow at the Multnomah County Sheriff's Office.

Join the Multnomah County Sheriff's Office (MCSO) and become part of a dynamic team where your commitment to justice and community safety can make a real difference. We are seeking individuals who are dedicated to serving the community, passionate about helping others and inspired by a strong sense of purpose. MCSO is committed to fostering a diverse and inclusive workforce and investing in professional development opportunities throughout your career.

To learn more about our agency, please watch our video: [Join Our Team](#)

Job Description:

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.



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The Close Street college intern 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.

Knowledge/Skills/Abilities Required:

- Positive mindset and work ethic
- Attention to detail
- College to County Program [Eligibility Website](#)
- 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 records check

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 located on this [website](#). The deadline for submitting an online application is April 15th, 2025.

Manager: Steve Ciccotelli