

JAIL PROGRAMS AIDE—CORRECTIONS DIVISION **College to County Mentorship Program**

SUMMER INTERN POSITION

SALARY: \$19.29, approximately 30 hours per week

LOCATION: Multnomah County Inverness Jail

Agency solicitation and Program Description:

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

Job Description:

We are looking for an energetic and friendly person to help our Programs Unit team with administrative tasks. This aide will work directly with Programs Unit personnel to assist adults in custody and to maintain smooth operations at the Multnomah County Inverness Jail.

The aide 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, and archiving program paperwork. The aide will have the opportunity to shadow Counselors during educational and therapeutic groups and classes, and assist with administrative tasks such as scheduling and attendance keeping.

The aide 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 aide 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:

- 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

Supervisor: Duane Randle

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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 in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the link provided by your program coordinator. The deadline for submitting online applications is 04/03/2022 at 12:00 AM.