

## LAW ENFORCEMENT SUPPORT INTERN/CIVIL SERVICE College to County Mentorship Program

**SALARY:** \$19.29/HR, approximately 20-30 hours per week

**LOCATION:** East Multnomah County

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

The Multnomah County Sheriff's Office is seeking qualified candidates for a temporary, summer position as a Law Enforcement Support Intern.

### **Purpose of Position:**

- Facilitate the issuance of Concealed Handgun Licenses to applicants currently residing in Multnomah County and Washington State. Currently we have 27,000 active permit holders.
- Perform background checks on all applicants (new/renewal/transfer/transfer-renewal/reinstatement). Also perform background check on Court Access Court Pass applicants.
- Provide support to public by answering phones, processing applicants (fingerprints, checking paperwork, collecting payments, taking pictures).
- Perform clerical duties such as scanning/indexing applications, opening mail/applications, making appointments/rescheduling them, process address changes.

### **Position Responsibilities:**

- 40% Perform full background checks which consists of running information through numerous law enforcement programs; prepare file for possible denial of permit; type up letters and envelopes.
- 40% Process applicants (new/renewals/transfers) by appointment and also walk-in basis, collect payment, do fingerprints, take photographs).
- 10% Clerical work consisting of scanning/indexing applications, setting up appointments/rescheduling; change of address; mail; phones.
- 10% Revoke permits on notification of arrest (type letter, etc.); enter court ordered gun prohibitions in LEDS.

### **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:** Francis Cop

**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.

**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 3, 2022.