

Office of Diversity and Equity
College to County Mentorship Program
Position Description
Multnomah County District Attorney's Office

SEASONAL TEMP POSITION: June 1 through August 28, 2015

SALARY: \$14.00 hr. (40 hours per week, Monday-Friday)

LOCATION: Downtown Courthouse (1021 SW 4th Avenue, Rm 600, Portland, OR 97214, and other DA Office locations as appropriate.)

Mission Statement: The District Attorney's office is committed to the open and balanced administration of justice—one that honors and respects diversity in all of its forms.

Project Duration: 40 hours per week, June 1, 2015 through August 28, 2015

Project Description:

The District Attorney's office seeks a qualified candidate to assist in creating materials for use in recruitment for deputy district attorneys and/or certified law students. To complete this project the candidate will be expected to:

- Shadow deputy district attorneys and other employees in every part of our operation as necessary to observe our work environment and learn about the work prosecutors perform and what it takes to be successful.
- Write a summary of experience discussing the work performed in each unit visited which would be useful for recruitment purposes.
- Use the approved summaries to create a hardcopy recruitment brochure to be used by the office in law school settings or job fairs.
- Use the approved summaries to create a video for recruiting at law schools and job fairs as appropriate.
- Use the knowledge gained in completing the above tasks to enhance the District Attorney's public website content regarding opportunities in our office for law students and lawyers interesting in working in our office.
- A Bi-lingual Spanish candidate should be able to create the hardcopy, video and web content in Spanish also.

Knowledge, Skills and Abilities required:

- The successful candidate will have obtained college level studies in communications, criminal justice, media studies, HR, and/or marketing.
- Must be college senior or above and able to work independently as necessary.
- Time Management – managing one’s own time and time of others.
- Bi-lingual Spanish preferred but not required.
- Training, experience or the ability to quickly learn and use different media to convey a message to a public audience is requested.

Special Requirements:

- Candidates must successfully pass a thorough Criminal Background investigation and post-offer urine drug screen.
- During the interview process candidates will be asked to sign a disclosure statement about the arrests and convictions of immediate family members and close relations pursuant to our policy of Outside Associations. Immediate Family is defined to include parents, spouse, spouse equivalent, brother, sister, children, grandparents, and individual where the relationship is close or intimate, or a roommate. An answer of “Yes” will not automatically disqualify the applicant.

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 form also located at this website. The deadline for submitting online application is March 13, 2015.