

**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, 2016

**SALARY:** \$15.00 hr. (40 hours per week, Monday-Friday)

**LOCATION:** Downtown Courthouse (1021 SW 4<sup>th</sup> 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, 2016 through August 28, 2016

**Project Description:**

The District Attorney's office seeks a qualified candidate to assist in the execution of a 5S workplace organization project aimed at improving the efficiency, effectiveness, and safety of the downtown courthouse office space.

To complete this project the candidate will be expected to:

- Under the direction of the Project Manager, support all personnel in facilitating the successful implementation of 5S organization from rollout to implementation and training
- **Implement and report on project metrics; create project marketing materials for publication in office-wide**
- **Coordinate as necessary with Purchasing, Facilities, and Administrative staff**
- **Document project progress and status; create visual "before & after" displays**
- **Make occasional presentations to senior managers and staff on the status of the project**

**Knowledge, Skills and Abilities required:**

- The successful candidate will be pursuing college level studies in one or more of the following areas: 5S, project management, business administration, human resources, workplace safety, manufacturing, process control, or engineering.

- Must be college senior or above and able to work independently as necessary.
- Time Management – managing one’s own time and time of others.
- Able to motivate both individuals and groups
- Ability to define realistic goals and to ensure personal and team delivery
- Able to organize and schedule meetings
- Proficiency with MS Office;

### **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 20, 2016.