



MULTNOMAH COUNTY SHERIFF'S OFFICE

501 SE HAWTHORNE BLVD., SUITE 350 • PORTLAND, OR 97214

Exemplary service for a safe, livable community

MICHAEL REESE
SHERIFF

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OFFICE ASSISTANT ODE College to County Mentorship Program

SUMMER INTERN POSITION: June through September

SALARY: \$15.00/HR, 20 hrs per week

LOCATION: Multnomah County Sheriff's unit Training Center ()

Agency Solicitation and Program Description:

The Multnomah County Sheriff's Office is seeking qualified candidates for a temporary, summer position as an Office Assistant in our Training Unit. The Training Unit provides the coordination of courses and instruction to meet training requirements for the entire agency, including law enforcement, corrections and civilian members. The Training Unit ensures compliance with federal and state laws, MCSO policies, work rules, safety considerations and professional standards, as well as addressing the needs and direction of agency leadership.

Job Description:

This position prepares, records, and tracks all documentation relating to the training, certification, and incentive pay levels as required by agency policy, and state and Department of Public Safety, Standards, and Training required rules and regulations. This position researches agency training opportunities and training "best practices" in corrections and law enforcement. The successful candidate will type and proofread a variety of documents including general correspondence, agendas, reports, memos, subpoenas, and statistical charts. Prepare information and data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic numerical data and prepare simple statistical reports.

Knowledge/Skills/Abilities Required:

Microsoft Suite including Word/Excel/Powerpoint

Working knowledge of Outlook

Writing – Ability to communicate effectively in written form

Time Management – Ability to manage and track one's own hours

Ability to pass a criminal justice background investigation

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 application web link sent by your college coordinator. The deadline for submitting online application is March 31, 2016.