

**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:** Summer Term/Office Assistant

**SALARY:** \$15.00/HR, approximately 30 hours per week

**LOCATION:** Multnomah County Justice Center, 1120 SW 3rd Ave, Portland, OR 97204

***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 Classification Unit. The Classification Unit determines the appropriate housing of adults in custody based on their criminal charge, institutional behavior, risk, and programmatic needs. Deputies use an objective jail classification system to ensure the safety of adults in custody and the safety of staff while supporting efficient management of MCSO's correctional facilities. Adults in custody who require special housing or who have special needs are housed in an environment with those of like needs, while those who create the potential for compromising safety and security are housed in more restrictive environments.

***Job Description:***

This position will assist Classification Unit personnel in administrative duties to include sorting, scanning, entering, and retrieval a wide range of jail records into a records management system. This position may assist Classification Unit deputies with special research projects as assigned.

***Knowledge/Skills/Abilities Required:***

- Attention to detail
- Microsoft Office Suite including Word/Excel
- 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

**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 at the [website](#). The deadline for submitting online application is March 31, 2019.