

## **ODE College to County Mentorship Program Position Description Planning**

### **Department/Division/Office:**

- **Multnomah County Sheriff's Office / Law Enforcement Records / Troutdale Office**
- **Digital conversion of all paper copy police reports.**

### **Project Duration:**

40hrs/wk for 3 months

Work hours are flexible as the unit that this work is being done in is open 24/7

**Classification/Salary:** \$16.03 / hr

### **Project Description:** (high level with some specific tasks to be performed)

- **Prepare, scan and index on-site Troutdale and Fairview Police reports. This will involve the prepping, scanning and indexing of approximately 309,330 images.**
- **Prepping will consist of reviewing police reports to ensure proper separation by case number and removal of any binding mechanisms such as staples and paperclips.**
- **Scanning will involve using a high production scanner to create 200 dpi digital images that will be saved onto a network folder.**
- **Indexing will involve retrieving each report from the network folder, opening and reviewing the document to ensure that it scanned properly and then saving the document in records retrieval system. Saving the record in this systems will allow it to be quickly retrieved using the report case number.**

### **Knowledge Skills and Abilities required:**

- **Must be detailed oriented.**
- **Ability to operate digital scanning software.**
- **Ability to navigate multiple computer applications at the same time.**

- **Ability to work with confidential documents.**

**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 link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.