

Administrative Procedures Internship

College to County Intern 2023 - Department of Community Justice

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023

Hours: 30 - 40 hours a week

Telework: *hybrid*

Physical Location: *Mead Building- 421 SW 5th Ave Portland OR 97229*

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: Driving is not needed. Walking distance travel between locations may be helpful. A Trimet pass can be provided if needed.

What Does The West Admin Unit Do?

The West Admin Unit provides reception services and supply procurement for various DCJ offices on the West side of the County, including the Mead Building, the Justice Center, and Central Courthouse ARC.

Internship Description:

The intern in this position will have the opportunity to document and help develop procedures for our unit, focusing on alignment with the County and Department values and policies. This is an opportunity to learn how our administrative teams interact with all the other teams working in DCJ.

Responsibilities include:

- *Integrating procedures saved on various various mediums into one easy to use, easy to access, and easy to follow procedure manual*
- *Building relationships with various staff persons within our unit and across our organization to ensure we are engaging in peak customer service and meeting the needs of those we serve.*
- *Evaluating/ Comparing procedures against the East Records and Admin Unit procedures to ensure maximum contiguity and efficiency “across the river.”*

Education and Experience Qualifications:

- *Candidates should have completed or enrolled in a college/university academic institution.*
- *Customer service experience, especially set in a large office or public setting*
- *Good organizational skills, technical skills to include using Google Suite*
- *Interest and/ or experience in policy and procedure development*
- *Understanding of class and racial equity issues*
- *Self-motivation, and the ability to work independently with little direction*

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exemption as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 2, 2023.