

ODE College to County Mentorship Program

Department of Community Justice Adult Services Division

SEASONAL TEMP POSITION: June through September

SALARY: \$15.00 hr. (20-40 hours per week, Monday-Friday)

LOCATION: Domestic Violence Unit: 421 SE 10th Ave., Portland, OR 97214

Department solicitation and Department or Division description:

Our mission is to enhance community safety and reduce criminal activity by holding youth and adults accountable in a fair and just manner, assisting them to develop skills necessary for success, and effectively using public resources.

The Adult Services Division (ASD) promotes public safety and strives to reduce recidivism while supervising over 10,000 adult offenders sentenced to probation or released from custody on parole. Offenders are held accountable in a fair and just way through a balance of supervision, services, and sanctions designed to develop necessary skills for success while effectively using public resources. The Department works closely with community members, partners and staff and routinely evaluates the extent to which local policies support best practices.

Job Task Description:

This position will assist in administrative and clerical functions, associated with the front desk of a probation and parole unit. Tasks will include providing filing, data entry, reception, answering phones, etc...to Records Technicians and staff at Adult Services Division Domestic Violence Unit. Individuals with interest in corrections, legal aid, becoming a corrections tech or criminal justice will have the opportunity to become further involved in these areas and provide additional support / receive extra exposure and training.

Knowledge/Skills/Abilities Required:

Ability to use Microsoft Suite, enter information in to a database, provide excellent customer service, utilize search engines and have a solid foundation of Ethics and Boundaries. It is important that the intern treat all staff and clients with dignity and respect.

Special Requirements:

- 10-key skills are highly desirable
- Ability to both follow directions and work independently
- Bi-lingual Spanish a plus

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 link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.