



MULTNOMAH COUNTY  
ANNOUNCES AN **OPEN COMPETITIVE** RECRUITMENT FOR

**Office Assistant Senior**  
**Department of Community Justice**

**SALARY: \$16.70 per hour**  
**RECRUITMENT NO.: 6002-62**

**CLOSING DATE: October 24, 2008**

The Department of Community Justice is nationally recognized as a leader in the community justice field. The Department's 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. For more general information about the Department of Community Justice including our mission, values and goals, please visit our web site at: <http://www.co.multnomah.or.us/dcj/>.

**THE POSITION:**

The Office Assistant Senior positions within the Department of Community Justice perform a wide variety of responsible and complex support functions. Specific responsibilities include, but are not limited to: provide support to staff members; may act in a lead capacity to a support staff unit; may provide relief coverage for other support functions; answer and direct a high volume of public inquires; coordinate and schedule meeting rooms; enter and maintain, accurate and detailed information in various criminal justice data systems and produce statistical reports; verify accuracy of information, research discrepancies; prepare correspondences and presentations; create, prepare, and proofread a variety of documents; prepare meeting/workgroups minutes; order and maintain supplies; enter and maintain time sheets; petty cash and deposit custodian; knowledge and understanding of relevant employee union contract(s) and Personnel Rules including Multnomah County and the Department of Community Justice policies and procedures; attend meetings as assigned.

The successful candidates will be proficient in MS Suite (Word, Excel, Access, PowerPoint, and Outlook) and possess a high degree of organization / time management skills. Willingness to work in a team environment is essential and close coordination with other agencies is expected.

**The list developed from this recruitment may be used to fill current and/or future vacancies within the Department of Community Justice.**

Multnomah County is actively recruiting persons from diverse backgrounds to enhance service delivery to our diverse community. Our commitment to exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment.

**TO QUALIFY:**

In order to meet the screening qualifications for this recruitment, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications. The following guidelines will be used in evaluating applications. Hours less than 40 per week will be prorated. Relevant experience may substitute for the required education on a year-for-year basis. Relevant education may substitute for some or all of the required experience. Post-high school education will be credited on the basis of 30 semester hours or 45 quarter hours equal one year.

**Experience:** Three years of specialized, increasingly responsible clerical work; accounts payable and SAP experience strongly desired; **AND**

**Training:** Equivalent to the completion of the twelfth grade. Additional specialized clerical training desired; **AND**

**Other:** Candidates must be able to pass a thorough background investigation, which includes being finger printed on the first day of employment.

**Please read the following information carefully, as failure to follow instructions may result in your disqualification.**

## **THE APPLICATION PACKET:**

**Hand-delivered and mailed application packets must be received in the Human Resources Office by 5:00 p.m. on the closing date, if specified. On-line application packets must be received by midnight on the closing date, if specified, and will consist of the following:**

1. **A standard Multnomah County Employment Application.** Any additional pages of job history information, which are attached to the application form, **will only be reviewed if** submitted in the same format as the Employment Application.
2. **Responses to Supplemental Application questions,** if submitting in paper - submit in the following format: On a separate sheet(s) of paper, type or print your name and the title of the recruitment. Respond to each of the following items individually and completely; number your responses to correspond with the items; explain or describe any experience (paid or unpaid) and training related to each item; attach the separate sheets to your application.

## **SUPPLEMENTAL APPLICATION QUESTIONS:**

1. **Please describe your work experience, education, and/or training, including experience in a community justice, court or other legal environment that has prepared you for this position.**
2. **Describe your experience providing services directly to the public both in person and on the telephone. Please include your experience interpreting and explaining complex rules and/or policies and procedures to people who are not familiar with them.**
3. **Describe your experience with the use of various criminal justice systems (DOC AS400, LEDS, PPDS, JJIS, etc.), and Microsoft Office Suite (Word, Access, Excel, etc.) Please be specific of your level of expertise.**

## **THE SCREENING AND EVALUATION PROCESS:**

1. Unless otherwise noted, applications will be screened to determine if applicants meet the minimum qualifications. All the evidence of meeting the minimum qualifications **must** be shown on the standard Multnomah County Employment Application; other application materials will **not** be reviewed at this stage of the screening process.
2. Application packets that meet the minimum qualifications will be screened again on the applicants' ability to do the job based on the following criteria: relevance of training and education, relevance of work experience, and the complexity of relevant work performed and/or responses to supplemental questions.
3. Applicants who pass at Step #2 may be asked for additional information either orally or in writing. The final score and placement on the civil service list of eligibles will be based on the application, responses to the supplemental questions, and/or any additional information obtained.
4. The highest scoring applicants will be referred to the hiring manager for an interview.

Please note that the application information may be used throughout the entire screening and recruitment process. This process is subject to change without notice.

## **VETERAN'S PREFERENCE:**

If you have been discharged within fifteen years of the date of this application, or are a disabled veteran, you **MAY** qualify for veteran's preference. If you feel that you qualify, please submit a completed Multnomah County Veteran's Preference form and **all required documentation**, including a copy of your DD214, with your application packet by the **closing date**. Veteran's preference cannot be honored for this recruitment without it. Veterans who qualify will be granted five points preference upon successful completion of all phases of the recruitment process. Disabled veterans who qualify will be granted 10 points.

**Please note that Veteran's preference is not applicable for executive, non-civil service positions.**

## **EQUAL OPPORTUNITY EMPLOYMENT:**

Multnomah County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, sexual orientation, gender identity, source of income, familial status or any other nonmerit factor. Accommodations and/or assistance will be gladly provided for any applicant with sensory or nonsensory impairments, upon request, at the telephone numbers listed below.

## **HOW TO APPLY**

The standard Multnomah County application form and supplemental form, if applicable, are required and must be received in the Human Resources Office by 5:00 pm on the closing date, if shown. Applicants are encouraged to submit their application on-line at [www.multcojobs.org](http://www.multcojobs.org), or in person at the Application Drop Off Center. Application materials will **not** be sent nor received by FAX or email.

**On-line:** [www.multcojobs.org](http://www.multcojobs.org)

**In Person:** Multnomah County Application Drop Off Center  
1120 SW Fifth Avenue, 1<sup>st</sup> Floor Lobby, Portland, OR

**Mailing Address:** 501 SE Hawthorne Blvd. Ste. 400, Portland, OR 97214

**Questions about the application process for the hearing impaired:** (503) 988-5170 TTY

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

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**Class Number/Title:** 6002/Office Assistant Senior

**Department:** DCJ  
**Date:** 10/10/08