

CAREER
OPPORTUNITY



Office Specialist 2

A SAFE PLACE FAMILY JUSTICE CENTER

Learn more & apply at JoinCCSO.com



A Safe Place Family Justice Center is looking to fill an **Office Specialist 2** position.

A Safe Place Family Justice Center provides comprehensive support and services to individuals and families experiencing family violence, sexual violence, stalking, human trafficking and elder abuse. It comprises 11 public and non-profit on-site partners co-located under one roof, providing trauma-informed, wrap-around services free of charge.

This position is responsible for being the first point of contact for victims accessing services in-person and answering the main phone lines. Additionally, this position is responsible for providing hospitality and connecting victims to the appropriate service provider.

The most competitive candidates will be flexible and adaptive, have experience assisting victims and providing them with support and working in a collaborative and fast-paced environment with ever-changing priorities.

The Clackamas County Sheriff's Office (CCSO) strives to be a progressive and innovative organization that promotes, delivers and preserves an assurance of security, safety and quality law enforcement services to all people of Clackamas County. The Sheriff's Office is committed to enhancing a diverse workforce through principles of active recruitment in the community, equal employment opportunity and positive human resource management. The Administration and staff of the Clackamas County Sheriff's Office adopts a philosophy and practice that we recognize the full potential of all employees, treating all persons with respect, fairness and impartiality.

APPLICATION WINDOW:

CLOSES: Monday, March 24, 2025
@ 11:59 p.m. (Pacific)

PAY & BENEFITS:

Annual Pay Range: \$51,088.68 - \$64,731.25
Hourly Pay Range: \$24.56 - \$31.12

+ Excellent Benefits (POA Representation)

Eligible newly hired employees also have the one-time option to frontload their first year of vacation accruals. This means you have access to vacation time at time of hire.

HOW TO APPLY:

Visit hrapp.clackamas.us/recruit/jobinfo.html

QUESTIONS:

Lindsay White, HR Analyst
(503) 742-5466 or lindsaywhi@clackamas.us



@ClackCoSheriff