

# CAREER OPPORTUNITY



## Community Service Officer

LEARN MORE & APPLY AT [JoinCCSO.com](https://hrapp.clackamas.us/recruit/jobinfo.html)



We're looking for a **Community Service Officer (CSO)** to provide public information and administrative support to uniformed personnel in the Sheriff's Office, Patrol Division.

The CSO is an unarmed, uniformed position that supports the Sheriff's Office by assisting the public and providing a variety of services which includes assisting sworn deputies with some of their more routine duties. This work is done in one of several secure Sheriff's facilities, and involves significant contact with the public to supply or gather information by telephone or in person, provide law enforcement related services, take police reports, and assist law enforcement personnel in administrative functions.

We're seeking individuals who enjoy working with the public and thrive in a fast-paced work environment. Competitive candidates will have strong administrative support/office skills, outstanding communication and customer-service skills, excellent multitasking abilities, proficiency with computers, and a desire to work in a law enforcement environment. Previous experience in a law enforcement agency is preferred.

The eligibility list established from this recruitment may be used to fill additional vacancies in the Sheriff's Office.

This is a civilian classification that does not require full certification under the Department of Public Safety Standards and Training (DPSST).

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. Sheriff's Office administration and staff adopt a philosophy and practice that we recognize the full potential of all employees, treating all persons with respect, fairness and impartiality.

### APPLICATION WINDOW:

**CLOSES:** Weds., May 15, 2024 @ 11:59 p.m. (Pacific)

### PAY & BENEFITS:

**Annual Range:** \$56,404.96 - \$72,010.44

**Hourly Range:** \$27.11 - \$34.62

+ Excellent Benefits (POA Representation)

Eligible newly hired employees will 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.

### APPLY ONLINE:

<https://hrapp.clackamas.us/recruit/jobinfo.html>

### QUESTIONS:

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