

# CAREER OPPORTUNITY



# Office Specialist 1

PAROLE & PROBATION DIVISION

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Our Parole & Probation Division is looking to fill an **Office Specialist 1** position.

This position will be responsible for providing services to adults on supervision, citizens, victims, community and agency partners.

The Parole & Probation Division of the Sheriff's Office provides full-service programs to adult offenders — including pre-sentence investigation, conditional discharge supervision, support services, parole and probation supervision, and victim services.

This position is responsible for greeting clients, answering and directing calls, connecting adults on supervision to their probation officer, and communicating with internal teams and staff members.

The Parole & Probation Field Services office is located in Oregon City.

The most competitive candidate for this position:

- will be detail-oriented
- will have excellent communication skills to communicate with a variety of individuals
- will have experience maintaining confidentiality, using discretion and independent judgement
- will have the ability to establish priorities and manage a workload with minimal supervision
- and will have experience with data entry and retrieval.

## APPLICATION WINDOW:

**CLOSES: Monday, May 5, 2025**  
@ 11:59 p.m. (Pacific)

## PAY & BENEFITS:

**Annual Pay Range:** \$45,772.23 - \$57,351.80  
**Hourly Pay Range:** \$22.00 - \$27.57

+ Excellent Benefits (represented by the Clackamas County Employees' Association)

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](https://hrapp.clackamas.us/recruit/jobinfo.html)

## QUESTIONS:

**Lindsay White, HR Analyst**  
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