



JOB OPPORTUNITY

Jail Services Technician

Clackamas County Sheriff's Office

The Clackamas County Sheriff's Office (CCSO) seeks qualified candidates to fill an integral role at the Clackamas County Jail as a Jail Services Technician.

APPLICATION WINDOW:

OPENS: April 29, 2021

CLOSES: May 10, 2021

PAY & BENEFITS:

\$21.71 - \$27.50 hourly

+ Excellent Benefits (POA Pay Group)

JOB DETAILS:

This position:

- Creates, processes, and maintains a variety of documents, records, and files concerning inmates in order to properly and effectively move inmates through the booking, arraignment, and sentencing stages of the criminal justice system.
- Performs administrative support and clerical duties of a complex and technical nature.
- **Testing is a requirement for this position, testing will be done all online. Applicants will be allotted a timeframe in which to log onto the testing module and complete the test and must do so in order to move forward in the recruitment process. Additional details on the testing requirements is located in the "Other Information" section of the online job announcement.**

APPLY ONLINE:

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

QUESTIONS:

Lindsay White, HR Analyst

(503) 742-5466 or lindsaywhi@clackamas.us

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.

clackamas.us/sheriff



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