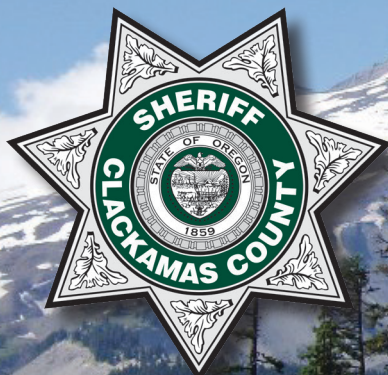


Clackamas County Sheriff's Office

JOB OPPORTUNITY



Criminal Records Specialist

CCSO Records Unit

Learn more & apply at JoinCCSO.com



The Clackamas County Sheriff's Office Records Unit is seeking a highly motivated, detail-oriented individual to serve as a **Criminal Records Specialist**.

Candidates should have experience working well independently in a busy, sometimes hectic, atmosphere with ever-changing priorities and demands.

JOB DETAILS:

This position's primary duties include but are not limited to:

- Data entry and retrieval of information into Law Enforcement Data Systems (LEDS), National Crime Information Center (NCIC), etc. Each transaction is detailed — requiring reviewing the information to ensure correct and complete data is entered accurately.
- Answering a multi-line phone system, sometimes handling 911-type calls.
- This position requires a high level of professionalism and flexibility as there is daily interaction with the public, in addition to interactions with law-enforcement agencies, attorneys, and court personnel.

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:

OPENS: July 7, 2022

CLOSES: July 25, 2022 @11:59 p.m. (Pacific)

PAY & BENEFITS:

Annual Pay Range: \$49,288.55 - \$62,436.90

Hourly Pay Range: \$23.70 - \$30.02

+ Excellent Benefits (POA Pay Group)

HOW TO APPLY:

Visit

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

QUESTIONS:

Lindsay White, HR Analyst

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



@ClackCoSheriff