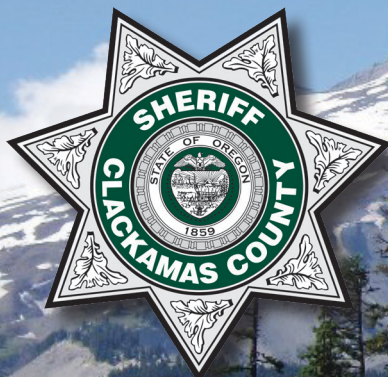


# Clackamas County Sheriff's Office

## JOB OPPORTUNITY



# Community Corrections Technician (Human Services Assistant)

Learn more & apply at [JoinCCSO.com](https://JoinCCSO.com)



Clackamas County Community Corrections seeks to fill TWO vacancies for Community Corrections Technician (classified as a Human Services Assistant).

### JOB DETAILS:

This position reviews client cases and program eligibility, conducts client interviews, monitors compliance, maintains records, writes correspondence, coordinates outreach activities, and performs other support activities for Community Corrections' various programs. Upon hire, staff may be assigned to any of the following locations:

- **Field Services:** The Field Service Office is located in Oregon City and provides a full-service program to adult offenders including pre-sentence investigations, diversion supervision, support services, probation and parole supervision and victim's services.
- **Pre-Trial:** Pre-Trial is located in Oregon City and has three primary functions: to collect information and perform assessments for use in determining pretrial offenders risk, to make recommendations to the court concerning conditions of release, and to assist in supervising people who are released from custody during the pretrial phase.
- **Residential Center:** The Residential Center is located in Milwaukie and consists of a Men's and Women's Residential Alcohol and Drug Treatment Center. We provide services and other programs to clients on supervision with Clackamas County Community Corrections.

### Required Minimum Qualifications / Transferrable Skills:

- At least two (2) years experience working with justice involved clients or in a treatment or corrections setting.
- Demonstrated ability to patiently and professionally communicate, in person, in writing, and by phone with a variety of individuals from various social and economic backgrounds.
- Flexible and able to adapt to changing priorities.
- Experience with and the ability to effectively deal with people who exhibit aggressive or violent behavior.
- Some experience working collaboratively with community partners, collateral service providers and co-workers.
- Experience using a personal computer and typical office software such as word processing and spreadsheet applications; and enter information into a database program.
- Per the Oregon Health Authority, (OAR 333-091-1010 & OAR 333-019-1030), one of the two positions is subject to the mandatory COVID-19 vaccine requirement. Prior to the start of employment, the selected candidate for this position must provide proof of full vaccination or have an approved medical or religious exception in place with the County as a qualification of employment.
- Must be available to work evenings, weekends, and holidays as required on occasion.

- Must pass a post-offer, pre-employment drug test
- Must pass an extensive background investigation, including national fingerprint records check
- Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

### Preferred Special Qualifications / Transferrable Skills:

- Intermediate level proficiency in Microsoft Word and Excel.
- Experience working with the Oregon Department of Corrections Information System (CIS).
- Knowledge of the principles, methods and techniques relevant to community corrections or similar programs.
- Work experience to effectively case manage difficult people with different backgrounds and provide counseling and motivation to support change.
- College-level training in criminal justice, social or behavioral sciences or a related field.

### APPLICATION WINDOW:

CLOSES: Wednesday, Dec. 1, 2021

### SALARY & BENEFITS:

**\$21.53 - \$27.20** Hourly

Clackamas County offers competitive wages and an attractive benefits package, including a robust Wellness program. Benefits start after first month of continuous employment.

### HOW TO APPLY:

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

Please follow the instructions to submit the online application. Instructions will include how to copy and paste a current resume. Please make sure to answer all the questions, including the open-ended questions!

### QUESTIONS:

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



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