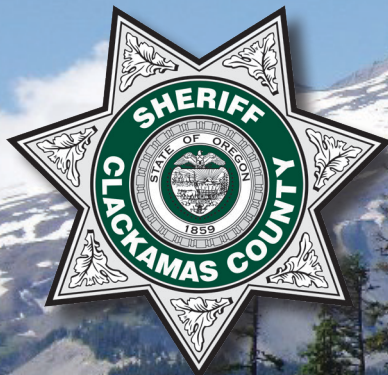


Clackamas County Sheriff's Office

JOB OPPORTUNITY



Jail Services Technician

Clackamas County Jail

Learn more & apply at JoinCCSO.com



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

JOB DETAILS:

The Jail Services Technician creates, processes, and maintains a variety of documents, records, and files concerning adults in custody in order to properly and effectively move adults in custody through the booking, arraignment, and sentencing stages of the criminal justice system. Incumbents perform administrative support and clerical duties of a complex and technical nature.

Competitive candidates must:

- Have a minimum of one (1) year of relevant experience working in a fast-paced, sometimes hectic work atmosphere with rapidly changing priorities.
- Be detail-oriented and have the ability to multi-task.
- Have experience doing data entry in a computerized system.
- Be able to work all shifts (including days, weekends, swing and graveyard).

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: January 5, 2022

CLOSES: January 31, 2022 @ 11:59 p.m.

PAY & BENEFITS:

\$23.85 - \$30.21 Hourly

+ 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