

Employment OPPORTUNITY With the
**COLUMBIA COUNTY
SHERIFF'S OFFICE**

**CORRECTIONS
CLERK**

Announcement #17-128



Columbia County is currently hiring for the position of **Corrections Clerk** in the Sheriff's Office.

This is a Civil Service position that is full time, 40 hours per week (plus overtime). Candidates must have a high school diploma/GED **plus additional legal or secretarial training with at least four years of responsible secretarial/clerk work experience.** Candidates must also have a valid driver's license and be able to pass a thorough background screening.

It is very important that you read the attached description of the job and the application process before you apply for this job.

Salary: \$2,547 - \$3,739. Hire usually at beginning of range. Excellent benefits.

Civil Service applications are mandatory and must be submitted to the County Human Resources Department by **5:00 pm on April 7, 2017.** Incomplete or unsigned applications will not be accepted. **Applications will only be accepted via online submission** per the instructions online.

Go to www.co.columbia.or.us and click on Jobs to download announcement and application form and submit as instructed to HRJobs@co.columbia.or.us.

Columbia County Civil Service, 230 Strand Street, St. Helens, OR 97051 (503) 397-3874.

Columbia County is an Equal Opportunity Employer - a copy of our EEOP is available at the web site above

Corrections Clerk

Applying for the Job, Description of the Job and the Working Environment

When applying for a job in a law enforcement agency, it is required that you are completely truthful in filling out your application and during the entire process. Any statement that is less than truthful will be taken as lying and that means automatic disqualification from consideration. Trying to present yourself in a good light by altering anything in your history is a very bad move. The Sheriff's Office may, for example, be able to accept that you were dismissed from a job but will not accept any attempt to lie or cover that up. **Absolute truthfulness, at all times, is a requirement if you wish to be considered for a position with the Sheriff's Office.**

Only those candidates with a clear driving record with only minimal traffic violations will be considered.

Only those candidates who have a clear criminal history, free of convictions, will be considered.

No candidate who recently or currently engages in the use of illegal drugs will be considered.

All hires for the Sheriff's Office undergo a detailed background check prior to hire. You will be required to answer questions that investigate your personal and professional life in depth. This includes a criminal background check.

If you cannot meet these basic requirements, do not apply for this job.

The Corrections Clerk works in the Columbia County Sheriff's Office, both in the front office and in the secure portion of the County Jail. There is daily contact with inmates and offenders with exposure to the hazards and risk which accompanies such contact.

If you do not feel you could work under these conditions, do not apply for this job.

It is an important and challenging job for the right person. If you feel you can be an outstanding addition to the Columbia County Sheriff's Office, complete the application process correctly to be considered.