

Columbia County Employment Opportunity

230 Strand Street, St. Helens, OR 97051

Phone: (503)397-3874 www.co.columbia.or.us

April 13, 2015

POSITION: COMMUNITY SERVICE WORK CREW SUPERVISOR. This position is part-time, typically 1-3 days per week (including weekends), 8-24 hours per week.

ANNOUNCEMENT #: 15-223PT **DEPARTMENT:** Community Justice/Adult

SALARY: \$15-\$18, depending on qualifications. No benefits.

CLOSING: **May 13, 2015.** Application must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

PLEASE NOTE: This recruitment is open to applicants who meet the requirements below and will be used to fill a current vacancy and vacancies that **may** occur in the next twelve months. You will be notified via email of the status of your application within approximately two weeks after the closing date. Please do not call regarding the status of the process, you will be notified if you are selected for an interview.

DUTIES: Plan, coordinate and direct the activities of community service work crew clients in the field. This includes supervision of the crew, resolving client conflicts, prioritizing, planning and assigning work appropriate to each individual's ability and crew dynamics; driving the crew to work sites; and maintaining/submitting appropriate records on clients and on the work performed.

TO QUALIFY: Strong preference for prior experience in law enforcement or similar type of work. Must have a clear criminal history.

SPECIAL NECESSARY REQUIREMENTS: Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability insurance coverage. Possession of, or ability to obtain within three (3) months of employment, a current first aid/cpr card.

TO APPLY: Applicants **MUST** submit the Columbia County application form. The application must be filled out completely for consideration and the instructions online for submittal followed correctly. Incomplete or unsigned applications or applications not saved and submitted in the appropriate format will not be accepted. Complete the application online and email to HRJobs@co.columbia.or.us

An Equal Opportunity Employer (a copy of the County's EEOP may be obtained by calling the number listed above)