



Columbia County

Employment Opportunity

Civil Service Commission
230 Strand Street, St. Helens, OR 97051
Phone: (503)397-3874
www.co.columbia.or.us

December 15, 2017

POSITION: CASE AIDE - This position is full-time, Civil Service, and represented by a union.

ANNOUNCEMENT #: 17-220 **DEPARTMENT:** Community Justice Dept - Adult Division

SALARY: \$3,096 - \$3,832 per month. Excellent benefits.

CLOSING: JANUARY 18, 2018. Applications 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 your ranking within approximately two weeks after the closing date. Rankings will not be given over the telephone. Please do not call regarding the status of the process, you will be notified if you are selected for an interview.

DUTIES: Provide basic administrative case management support to Parole/Probation Officers.

TO QUALIFY: Associate's degree in criminal justice, behavioral science or related field. Four years work experience in the corrections or criminal justice field which has included offender or public contact. Must possess or obtain within 6 months Law Enforcement Data System (LEDS) Certification.

TO APPLY: Applicants **MUST** submit the Columbia County application form. The application form must be filled out completely for consideration and the instructions online for submittal followed correctly. Incomplete or unsigned applications or applications not saved in the appropriate format will not be accepted. Employees will undergo a thorough background check, including criminal history, and must also pass a pre-hire medical/psych/drug test.

APPLICATIONS: Columbia County Civil Service applications are mandatory. 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)