



# Columbia County

## Employment Opportunity

Civil Service Commission

230 Strand, St. Helens, OR 97051

Phone: (503)397-3874

[www.co.columbia.or.us](http://www.co.columbia.or.us)

December 15, 2017

**POSITION:** **WORK CREW SUPERVISOR.** This position is full-time, Civil Service and union represented.

**ANNOUNCEMENT #:** 17-223

**DEPARTMENT:** Community Justice - Adult Division

**SALARY:** \$3,746 - \$4,636 per month. Excellent benefits including paid PERS. Appointment in range will be based on qualifications and experience.

**CLOSING:** **JANUARY 12, 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 any current vacancy and any vacancies that **may** occur in the next twelve months. You will be notified whether or not your application was accepted 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:** Direct the activities of individuals sentenced to the community service work crew program. Oversee work crews on site. Participate, train and monitor work of crews. Monitor and perform light maintenance on equipment used (weed whackers, etc.). Transport work crew to work sites throughout County.

**TO QUALIFY:** High school graduation with at least two years work experience in the corrections or criminal justice field which has included offender contact. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be acceptable.

**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. Employees will undergo a thorough background check, including criminal history, and must also pass a pre-hire drug test.

**APPLICATIONS:** Columbia County Civil Service applications are mandatory. The application form must be filled out completely for consideration and the instructions online followed correctly. Incomplete or unsigned applications will not be accepted. Complete the application online and email to [HRJobs@co.columbia.or.us](mailto:HRJobs@co.columbia.or.us)

**An Equal Opportunity Employer (a copy of the County's EEOP is on the web site listed above)**