

UMATILLA COUNTY

EMPLOYMENT OPPORTUNITY

UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

AN EQUAL OPPORTUNITY EMPLOYER

October 4, 2018

18-52

POSITION ANNOUNCEMENT

POSITION: Community Corrections Clerk/Bookkeeper (Part Time – 20hrs/week)
POSITION #: 18-52
DEPARTMENT: Community Corrections
SALARY: \$15.68/Hour
CLOSING: 1st Review October 19, 2018 (5:00 PM)

DESCRIPTION: Primary duties include insuring the correct maintenance of the accounting system for offender expenses such as preparation of billing statements, entering payments and charges, preparing and reconciling reports, and preparing and making deposits. This position will be responsible for the maintenance and accounting of the Electronic Surveillance Program, Community Service Program, Supervision Fees, Accounts Payable, and all other general accounting duties. This position also provides administrative clerical aid for the Community Corrections Division. The employee in this positions works under the direction and guidance of the Office Manager of Community Corrections.

REQUIREMENTS:

1. High School Diploma/GED
2. Minimum of two years of responsible clerical experience including one year of experience in bookkeeping.
3. Certification of LEDS required after hire.
4. Demonstrated knowledge and skillful use of computers and software including accounting software packages and word processing packages.
5. Demonstrated ability to work with a diverse group of people, including sometimes, extremely angry and emotional offenders, under strict time constraints.
6. Must be able to work with confidential information and perform as a team member with minimal supervision.
7. Prior corrections experience and knowledge of criminal justice system preferred.
8. Bilingual (English-Spanish) preferred.
9. Excellent written and oral communication skills.
10. All applicants for this position will be subject to an extensive background.
11. Must possess a valid driver license.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.