

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

DEPARTMENT ASSISTANT

At Snake River Correctional Institute

PAY - \$17.00 per hour
JOB TYPE – Full-time (non-exempt)
DEADLINE – Open Until Filled

LOCATION - Ontario, Oregon
DEPARTMENT – SRCI
REPORTS TO – Director of Correctional Education

The Department Assistant provides support for the Work Based Education Program at SRCI. Performs varied types of clerical, secretarial, computer work, and office related duties as assigned; maintains records, assists students, faculty, and staff according to office function.

QUALIFICATIONS

MANDATORY: High school education or equivalent and up to two years of clerical experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Requires the use of general principles and techniques of secretarial practices. Must be or become familiar with policies and programs related to department served. Security access to SRCI required.

SPECIAL: Must be able to pass and maintain LEADS security clearance and be approved to enter Oregon Department of Corrections facilities.

ESSENTIAL FUNCTIONS

Research needed shop items, request pricing from vendors, submit purchase requisitions to college; identify approved orders and track products on arrival at site; and reconcile purchase orders with receipts.

Assist students, staff, vendors, customers and others with their questions and concerns.

Provide clerical support to Industries Shop Supervisor and BCT Instructor as directed. Assemble, type and file reports, correspondence, and memoranda. Pick up and deliver interoffice mail between SRCI and TVCC main campus regularly.

Utilize computer, multi-line phone, and calculator to process information for storage and disbursement; use Microsoft Office, AS400 Database, Inmate Education Database (IED) and other industry-specific software applications.

Maintain files for vendors, customers and students.

Process, answer, and circulate AIC (adult in custody) communications pertaining to the BCT (Building Construction Technology) program; research qualifications for AIC worker applicants.

Assist with graduation functions as needed. Prepare BCT graduate portfolios and send out upon release of AIC to community.

Provide supervision of AIC workers in classroom and wood shop when required.

Participate on College committees and in staff meetings, professional meetings, and other appropriate meetings/committees.

Understand and abide by DOC, SRCI and TVCC policies and regulations. Attend relevant training and information meetings regarding rules and regulations at SRCI. Attend security training sessions, fire drills, workshops, etc. as required. Respond to emergency situations within the education department, which requires wearing a body alarm or radio.

WORKING CONDITIONS

The work site is within a correctional facility. The actual office environment is typical of most offices. The noise level in the shop is loud and may require hearing protection. The position is funded by an intergovernmental cooperative service agreement contracted with Oregon Dept. of Corrections. The person staffing this position will work within the confines of Snake River Correctional Institution and must pass all security screening criteria as established by the OR DOC and SRCI prior to and during the term of employment.

This position is completely dependent upon sufficient available funds from OR DOC to support the position and is subject to termination in accordance with the terms and conditions of the Intergovernmental Cooperative Education Services Agreement between TVCC and DOC. SRCI is a drug free/tobacco free institution.

TERMS OF EMPLOYMENT

This is a full-time, Classified (grant funded), hourly (non-exempt) position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan, vacation earned at a rate of 6.67 hours per month (80 hrs per year) and sick leave earned at a rate of 8 hours per month.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

**TREASURE VALLEY COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839.

Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.