

TREASURE VALLEY COMMUNITY COLLEGE

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

RECRUITMENT ANNOUNCEMENT

Department Assistant

(located at Snake River Correctional Institute)

PAY - \$20.60 per hour

JOB TYPE - Full-time, hourly

DEADLINE - Open until filled

LOCATION - SRCI (Ontario, Oregon)

DEPARTMENT - Corrections

REPORTS TO - SRCI Director of Corrections

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

This position will provide secretarial and administrative support for the SRCI Building Construction Technology program, including word processing, telephone, and greeting visitors to the facility, providing program information to staff and Adults in Custody (AIC), responding to AIC correspondence, filing, coordination of BCT travel for staff, departmental purchasing and monitoring BCT budget.

QUALIFICATIONS

MANDATORY: High School Diploma or equivalent plus minimum 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. Knowledge of office practices, operation of office equipment, including applications of software sufficient to instruct in their proper use, general accounting practices, appropriate telephone etiquette, spelling, business English, and grammar. Must be self-motivated, have organizational skills, and the initiative to work independently to meet deadlines. Must have effective oral

and written communication skills. Must be or become familiar with policies and programs related to department served. Security access to SRCI required.

PREFERRED: Associate's degree or Completion of Automated Office Procedures Certificate Program. Previous experience working within a community college and/or correctional facility.

SPECIAL: Must be able to pass and maintain 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. Submit requisitions for payment to vendors. Maintain vendor and customer files.

Assist with inventory control of supplies and materials. Monitor BCT budget and assist with reconciliation and preparation.

Answer the telephone and greet visitors. Determine purpose, respond to inquiry, direct to appropriate person or agency, or take messages as appropriate. Coordinate site visits of outside stakeholders.

Oversee AIC NCCER participation, including proctoring exams, maintaining module completion data and communicating with stakeholders on the AIC's behalf when required.

Perform a wide variety of clerical tasks, including: order text books, maintain adequate levels of supplies for BCT program; maintain a variety of hard copy and computer files and records; type a variety of documents from rough drafts and verbal instruction; prepare information packets; sort and distribute incoming mail; photocopy documents; send facsimile transmissions; prepare outgoing mail; arrange for pickup and delivery of mail, books and supplies to/from TVCC; etc.

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

Monitor college computer lab and study lab as necessary.

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

Process, answer, and circulate AIC communications pertaining to the BCT (Building Construction Technology) program; screen potential applicants; schedule tours and interviews; administer placement tests; submit for security approval; work with Institution Work Programs for placement into program; and maintain student and worker files.

Co-chair yearly graduation with the Administrative Specialist. Prepare BCT graduate portfolios and send out upon release of AIC to community. Ensure program completions are appropriately recorded in necessary DOC and TVCC systems.

Provide oversight of AIC workers and students in classroom and shop when required.

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

Process payments including managing cash during events at Sumpter, Oregon.

Understand and abide by DOC, SRCI, and TVCC policies and regulations. Assume decision making responsibilities within scope of authority in absence of Shop Supervisor as necessary.

Respond to emergency situations within the education department which requires wearing body alarm or radio. Follow all safety rules and procedures for work areas.

The above description covers the most significant duties performed but does not include other related occasional work.

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.

TERMS OF EMPLOYMENT

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

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

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 basis of race, color, sex, marital status, sexual orientation, gender identity, 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 non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.