



Volunteer Opportunity with the Columbia County Sheriff's Office

Office Volunteers

Volunteers serve at the discretion of the County Sheriff. The position of volunteers is “at will” and the volunteer may be dismissed at any time, for any reason, with or without cause. This is not a compensated position.

Job Description

The Office Volunteer Position has been developed to support the mission of the Columbia County Sheriff's Office and provide support for the Support, Corrections, and Enforcement Divisions. Duties as an Office Volunteer include greeting the public, answering phones, data entry, filing, and other clerical duties as needed.

Minimum Requirements

High School Diploma or G.E.D., must be a minimum of eighteen (18) years of age, a United States citizen.

Must possess a valid Oregon Driver's License or State identification card.

Must have transportation.

Must successfully pass a background examination.

Must complete oral interviews.

Must present a professional appearance and friendly manner.

Must be dependable and punctual.

Must be courteous and personable when dealing with the public.

Must be self-directed and detail oriented.

Must respect and maintain confidentiality.

Computer skills are desired, but not necessary

Additional Information

Commitment of one year of service for volunteer with a minimum of 4-8 volunteer hours per month.

Commitment to attend ongoing meetings, in-service training and education workshops.

Thank you for your interest in volunteering for the Sheriff's Office