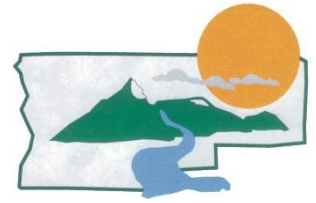


# JEFFERSON COUNTY

## HUMAN RESOURCES



66 SE D St, Suite E • Madras, Oregon 97741 • Ph (541) 325-5002 • Fax (541) 325-4454 • [HR@co.jefferson.or.us](mailto:HR@co.jefferson.or.us)

### Job Announcement Summer Help Program - 2024

The Summer Help Program employs those who are graduating this year (2024) from a Jefferson County High School or a Jefferson County High School graduate who (or whose parent(s)/guardian) resides in Jefferson County is currently attending and expects to continue to attend college, university and/or post High School vocational training on a full-time basis during the school year of 2024-2025. The Summer Help Program duties are to perform general labor or clerical tasks to assist any of the following divisions of Jefferson County Government: Buildings & Grounds (includes parks and cemetery), Public Works, Administration, or the Jefferson County Fairgrounds.

#### Program Specifications:

- Applicants must be 18 years of age or older.
- The start date of the Summer Help Program will be no later than June 17, 2024.
- The maximum duration of Summer Help employment will be 90 calendar days.
- A Summer Help's work schedule may include an alternative workweek, such as Tuesday thru Saturday or Sunday thru Thursday.
- Time off during the Summer Help Program must be pre-arranged and approved by the Supervisor. Time off during the Summer Help Program cannot exceed five (5) consecutive workdays or 40 total hours.
- Summer Help employees are held to the same standards of conduct as any Jefferson County Employee.
- Jefferson County reserves the right to terminate the employment relationship at any time with or without cause.
- The 2024 Summer Help participants hourly wage is \$18.11 for the first year of employment. If the Summer Help participant is selected to return for succeeding years (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>) their hourly wage will increase by 2% from the summer program wage.
- Summer Help participants who have questions or concerns regarding work and other matters, may communicate them to their Supervisor, the Department's Director or the Human Resources Department.
- Participation in the Summer Help Program is limited to five (5) years.
- Jefferson County will conduct a background check which must be successfully passed to be considered for the 2024 Summer Help Program. Jefferson County is committed to a drug-free environment and applicants may be subject to a pre-employment drug screening.

The application and job packet can be obtained by visiting Mid Oregon Personnel at 213 SW 4<sup>th</sup> Street, Madras, OR. 97741; by calling (541) 475-7640.

To apply, you must complete and submit by mail, fax, email or hand deliver all documents which are part of the application packet: (1) employment application; (2) letter of interest; (3) supplemental information; (4) a current unofficial transcript; (5) proof of current classes; and (6) proof of Fall 2024 school enrollment (*A letter of acceptance, or letter of intent to attend the educational institution will be accepted in lieu of proof of enrollment*) to:

Jefferson County Mid Oregon Personnel  
213 SW 4<sup>th</sup> Street, Madras, OR 97741  
Fax: 541-475-7656

Email address: [Julie@midoregonpersonnel.com](mailto:Julie@midoregonpersonnel.com)

**by 5:00 pm on Monday, May 6, 2024**

*(If documents are faxed, you must also mail the original application packet to the address above.)*

**If the applicant can't provide the required documents, they must submit a letter in writing explaining their reasons why. Incomplete application packets will not be considered.**

### Jefferson County Summer Help Program

*Jefferson County is an Equal Opportunity Employer.*

# Letter of Interest

I, \_\_\_\_\_, would like to participate in the Summer Help Program for 2024 with Jefferson County.

I understand that:

- The start date of the Summer Help Program will be no later than June 17, 2024.
- The maximum duration of Summer Help employment will be 90 calendar days.
- Any time off during the Summer Help Program must be pre-arranged and approved by the Supervisor. **Any time off during the Summer Help Program cannot exceed five (5) consecutive workdays, 40 total hours. The dates leading up to and including annual County Fair will not be granted “time-off” requests.**
- I will be held to the same standards of conduct as any Jefferson County employee.
- A Summer Help’s work schedule may include an alternative workweek, such as Tuesday thru Saturday or Sunday thru Thursday.
- Jefferson County reserves the right to terminate the employment relationship at any time with or without cause.
- The 2024 Summer Help participants hourly wage is \$18.11 for the first year of employment. If the Summer Help participant is returning for succeeding years (2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>) their hourly wage will increase by 2% for each year.
- If I have questions or concerns regarding work and other matters, I may communicate them to my Supervisor, Department Director or the Human Resources Department.
- Participation in the Summer Help Program is limited to five (5) years.
- I understand that Jefferson County will conduct a criminal background check which I must successfully pass. I must complete and submit the release forms so I may be considered for the 2024 Summer Help Program.
- To be considered, I must complete and submit by mail, fax or hand deliver all documents which are part of the application packet: **(1) employment application; (2) letter of interest; (3) supplemental information; (4) a current unofficial transcript (5) proof of current classes; and (6) proof of Fall 2024 school enrollment (A letter of acceptance, or letter of intent to attend the educational institution will be accepted in lieu of proof of enrollment) to:**

Jefferson County Mid Oregon Personnel  
213 SW 4<sup>th</sup> Street, Madras, OR 97741  
Fax: 541-475-7656

Email address: julie@midoregonpersonnel.com  
**by 5:00 pm on Monday, May 6, 2024**

*(If documents are faxed, you must also mail the original application packet to the address above.)*

*If the applicant can't provide the required documents, they must submit a letter in writing explaining their reasons why. Incomplete application packets will not be considered.*

**Incomplete packets will not be considered.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**Jefferson County Summer Help Program**

*Jefferson County is an Equal Opportunity Employer.*

# Supplemental Information

*Note: Falsification of any information will be grounds for dismissal from the program.*

1. I, \_\_\_\_\_, wish to participate in the 2024 Jefferson County Summer Job Program.

**I can start on** \_\_\_\_\_  
(Date-no later than June 17, 2024)

2. I am attending or plan to attend \_\_\_\_\_  
(Print Name of High School, University or College Institution)

Located at: \_\_\_\_\_  
(City and State)

During:         Spring 2024         Fall 2024  
*Mark all applicable*

3. **To apply, I must complete and submit by mail, email, fax or hand deliver all documents which are part of the packet:**

**(1) employment application (2) letter of interest; (3) supplemental information; (4) a current unofficial transcript (5) proof of current classes and (6) proof of Fall 2024 school enrollment (A letter of acceptance, or letter of intent to attend the educational institution will be accepted in lieu of proof of enrollment) to support your answers to questions #2 and #3.**

4. I can be reached at:

Mail: \_\_\_\_\_  
Indicate if:         Applicant         Parents         Other \_\_\_\_\_

Phone: \_\_\_\_\_  
Indicate if:         Applicant         Parents         Other \_\_\_\_\_

Text Msg: \_\_\_\_\_  
Indicate if:         Applicant         Parents         Other \_\_\_\_\_

Email: \_\_\_\_\_  
Indicate if:         Applicant         Parents         Other \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_