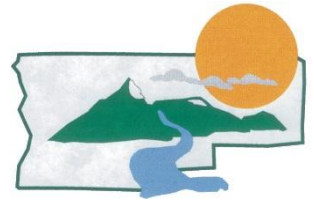


JEFFERSON COUNTY

HUMAN RESOURCES



66 SE D St, Suite E • Madras, Oregon 97741 • Ph (541) 325-5002 • Fax (541) 325-4454 • HR@jeffersoncountyor.gov

Job Announcement

Summer Work Program - 2025

The Summer Work Program employs those who are graduating this year (2025) 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 2025-2026. The Summer Work 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 Work Program will be no later than June 16, 2025.
- The maximum duration of Summer Work employment will be 90 calendar days.
- A Summer Work participant's schedule may include an alternative workweek, such as Tuesday-Saturday or Sunday-Thursday.
- Time off during the Summer Work Program must be pre-arranged and approved by the Supervisor. Time off during the Summer Work Program cannot exceed five (5) consecutive workdays or 40 total hours.
- Summer Work participants 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 2025 Summer Work participants hourly wage is \$18.65 for the first year of employment. If the Summer Work participant is selected to return for succeeding years (2nd, 3rd and 4th) their hourly wage will increase by 2% from the summer program wage.
- Summer Work 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, HR@jeffersoncountyor.gov.
- Participation in the Summer Work Program is limited to five (5) years.
- Jefferson County will conduct a background check which must be successfully passed to be considered for the 2025 Summer Work 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 4th Street, Madras, OR. 97741; by calling (541) 475-7640; or by visiting <https://www.midoregonpersonnel.com/madras-office/>.

To apply, you must complete and submit via Mid Oregon website, 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 2025 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 4th Street, Madras, OR 97741
Fax: 541-475-7656

Email address: Julie@midoregonpersonnel.com
<https://www.midoregonpersonnel.com/madras-office/>
by 5:00 pm on Monday, May 5, 2025

(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 is an Equal Opportunity Employer.

Jefferson County Summer Work Program

Letter of Interest

I, _____, would like to participate in the Summer Work Program for 2025 with Jefferson County.

I understand that:

- The start date of the Summer Work Program will be no later than June 16, 2025.
- The maximum duration of Summer Work employment will be 90 calendar days.
- Any time off during the Summer Work Program must be pre-arranged and approved by the Supervisor. **Any time off during the Summer Work 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 Work participant's work schedule may include an alternative workweek, such as Tuesday-Saturday or Sunday-Thursday.
- Jefferson County reserves the right to terminate the employment relationship at any time with or without cause.
- A 2025 Summer Work participant's hourly wage is \$18.65 for the first year of employment. If a Summer Work participant is returning for succeeding years (2nd, 3rd and 4th) 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, HR@jeffersoncountyor.gov.
- Participation in the Summer Work 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 2025 Summer Work Program.
- To be considered, I must complete and submit via [Mid Oregon/Madras website](https://www.midoregonpersonnel.com/madras-office/), 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 2025 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 4th Street, Madras, OR 97741

<https://www.midoregonpersonnel.com/madras-office/>

Fax: 541-475-7656

Email address: julie@midoregonpersonnel.com

by 5:00 pm on Monday, May 5, 2025

(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 Work Program

Supplemental Information

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

1. I, _____, wish to participate in the 2025 Jefferson County Work Summer Program.

I can start on _____
(Date-no later than June 16, 2025)

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

Located at: _____
(City and State)

During: ☐ Spring 2025 ☐ Fall 2025
Mark all applicable

3. **To apply, I must complete and submit via [Mid Oregon/Madras website](#), email, mail, 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 2025 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: _____