

Conduct Expectations

The role of the Oregon Department of Justice is to provide justice and uphold the rule of law. Employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

Transcripts

If you are using education (a degree or coursework) to qualify for this position, transcripts must be submitted for all required or related courses. (A copy of your diploma will not substitute for the required transcripts.) Transcripts can be official or unofficial at time of application. If you are using your education to meet the minimum qualifications and do not attach your transcripts your application may be removed from consideration.

For application purposes, scanned copies are acceptable. Transcripts must be from an accredited institution and clearly show (1) your name, (2) the name and address of the institution, (3) the degree received and date conferred, and (4) required courses completed with a passing grade. The official or original degree documentation may be requested for education validation.

Email Address

You must have a valid email address to apply for jobs with the Oregon Department of Justice. All communication regarding your application and status will be done by email.

Criminal Records Check

Finalists will be subject to a computerized Criminal History and Driver and Motor Vehicle Services check, as well as a thorough employment reference check. Adverse background data may be grounds for immediate disqualification.

Salary Information

Beginning salary for employees new to state service is determined following an assessment of the finalists relevant education, training, and experience compared to current state employees in the same classification.

Veteran's Preference

Oregon State government provides qualifying veterans and disabled veterans with preference in employment. To receive preference you **MUST** attach appropriate documentation as outlined by the Department of Administrative Services at or you may call the Oregon Department of Veterans' Affairs at 1-800-692-9666. To learn more, click [HERE](#).

Protect Your Confidential Information

To protect your confidential information, please redact (black out) your social security number on all documents before attaching them to your application.

Special Information

If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 947-4328 or TTY (800) 735-2900 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed. If you are selected to interview and require particular accommodation during the interview, please inform the person scheduling the interview.

Sponsorships

The Department of Justice **does not** offer visa sponsorships. The candidate selected for this position will be required to complete the US Department of Justice Form I-9 within three days of hire to confirm authorization to work in the United States