

**PINE COUNTY**  
Office of the County Administrator  
635 Northridge Drive NW, Suite 200  
Pine City, MN 55063  
1-800-450-7463 or 320-591-1620  
FAX (320) 591-1628

DATE POSTED: March 12, 2019  
**Closing: March 26, 2019**

**EMPLOYMENT NOTICE**

**Corrections Officer Positions (Full-Time and Part-Time)**

**Position:** Corrections Officers **Location:** Pine City  
**Union:** AFSCME Corrections Officer/ Dispatcher Unit **FSLA Status:** Non-Exempt

**ESSENTIAL DUTIES:**

**Corrections Officer:** This position performs tasks related to care, custody, discipline and occupations of inmates ensuring a healthy, safe and secure environment. Correctional Officers process all adult and juvenile arrests by conducting searches and medical screenings, attempt inmate grievance resolution, transport and escort inmates to various locations and generate and maintain required documentation and reports. Assigned duties are performed in a supervised environment. Applicants must be available to work evenings, weekends, and holidays.

**MINIMUM QUALIFICATIONS:**

Applicant must be 18 years of age and have a High School diploma or equivalent Minnesota Drivers License required. No felony convictions.

**PREFERRED QUALIFICATIONS:**

Degree in law enforcement, criminal justice or a related field and/or one (1) year of experience as a Corrections Officer in a correctional facility or similar setting

**Applicants wishing to be considered for these vacancies must submit a completed application to Pine County Human Resources no later than 4:00 PM on March 26, 2019. See website for detailed specifics regarding job responsibilities and requirements. Contact the Pine County Administrator's Office for application or download the application on the website at [www.co.pine.mn.us](http://www.co.pine.mn.us).**

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**PINE COUNTY PERSONNEL SYSTEM**

**CLASSIFICATION:** Corrections Officer  
**PAY GRADE:** \$19.33 - \$25.61 (2019 Salary Schedule, based on experience)  
**RATING METHOD:** The selection process may include formal interview, testing or other methods of selection.  
**CLOSING DATE:** **4:00 PM March 26, 2019**

*An Equal Opportunity Employer/Affirmative Action Employer  
Women and minorities are encouraged to apply.*