



Pine County Probation

Courthouse – 635 Northridge Drive NW – Pine City, MN 55063
320-591-1550 or 800-450-7463 ext. 1550
Fax 320-591-1555

Job Posting

Job Title: Corrections Agent (Probation Officer)

Location: Pine City Dept: Probation

Union: Non-bargaining. This position serves at the pleasure of the Tenth Judicial District Court.

OT Status: Non-Exempt

PINE COUNTY PROBATION AGENT -

Duties: Supervision of offenders and related investigation for the Pine County District Court. Position includes some non-traditional hours including weekly participation in Cognitive Skills Education facilitation.

Minimum Qualifications: Bachelor's degree in corrections, criminal justice, criminology, counseling, psychology, social work or sociology; **AND** full-time 400 hour internship with the DOC or county court services department OR minimum of 400 hours work or volunteer experience as corrections agent, corrections security caseworker, or in county court services OR two years' experience supervising offenders in a correctional environment. Valid MN driver's license required. Offer subject to record check and drug testing.

Preferred: Training & experience with Risk-Needs Assessments, Motivational Interviewing, Case Plans, and Cognitive Skills group facilitation is highly desirable. Training in Rule 25/chemical dependency, sex offender and pre-trial supervision is also a plus.

Scored Examination Process

All applications will be screened for minimum qualifications, scored and ranked. The highest ranked candidates meeting minimum qualifications will be recommended for scored oral examination (interview).

Salary range: \$43,493 (\$20.83 hour). 2018 DOC Corrections Agent Grid

Application deadline: **First screening of applications will begin on October 19, 2018.**

Official Pine County application must be supplemented with cover letter, resume, proof of minimum qualifications and other related training. Cover letter should include answers to the following questions:

- 1) Please describe your experience supervising offenders.
- 2) Please describe your use of evidence-based practices in corrections.
- 3) Please list the attributes of an effective probation agent.
- 4) What is your experience with CSTS?

Job Description and application available on the county website at: <http://www.co.pine.mn.us/>

Internal Closing: N/A