# Pine County Job Descriptions

## Administration
- **County Administrator**
- **Economic Development Coordinator**
- **Human Resources Manager**
- **IT Manager**

## IT Support Specialist

## Attorney
- **Assistant County Attorney**
- **Chief Deputy County Attorney**

## Legal Assistant

## Auditor-Treasurer
- **Account Technician**
- **Accounts Clerk**
- **Chief Deputy Auditor-Treasurer**
- **Clerk III-Auditor**
- **Clerk III-Treasurer**

## Deputy Auditor
- **Deputy Treasurer**
- **Fiscal Officer**
- **Land Commissioner/Forester**
- **Payroll Clerk**

## Extension
- **Administrative Assistant**

## Summer Assistant-4H

## Health and Human Services (HHS)
- **Case Aide**
- **Child Support Officer**
- **Child Support Supervisor**
- **Collections Officer**
- **Community Health Services Administrator**
- **Eligibility Worker**
- **Emergency Preparedness Coordinator**
- **Financial Assistance Supervisor II**
- **Health & Human Services Director**
- **Lead Eligibility Worker**
- **Licensed Practical Nurse (LPN)**
- **Office Manager-HHS**

## Office Support Specialist
- **Public Health Educator**
- **Public Health Nurse**
- **Public Health Supervisor**
- **Registered Nurse (RN)**
- **RN -Team Lead**
- **Social Services Supervisor**
- **Social Worker**
- **Support Enforcement Aide**
- **Fraud Prevention Investigator**
- **Welfare Fraud Investigator**

## Highway
- **Engineering Technician**
- **Fleet Supervisor**
- **Highway Maintenance Supervisor**
- **Highway Maintenance Worker**
- **Mechanic**
- **Office Manager**

## Public Works Director/County Engineer
- **Right-of-Way Manager**
- **Sign and Traffic Maintenance Worker**
- **Survey Crew Chief**
- **Surveyor**
- **Technician Supervisor**

## Land Services
- **Appraiser**
- **Clerk III**
- **Deputy Assessor**
- **Deputy Recorder**
- **Environmental/GIS Technician**

## Land Resources Manager
- **Land Services Director**
- **Records Clerk**
- **Senior Property Appraiser**

## Maintenance
- **Building Maintenance Supervisor**
- **Building Maintenance Worker**

## Lead Maintenance Worker
<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
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<tbody>
<tr>
<td>Probation</td>
<td>Administrative Assistant</td>
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<td></td>
<td>Probation Case Aide</td>
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<tr>
<td>Sheriff</td>
<td>Administrative Assistant-Jail</td>
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<td>Jail Administrator</td>
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<td>Administrative Assistant-Sheriff</td>
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<td>Jail Matron Officer</td>
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<td>Assistant Jail Administrator</td>
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<td>Jail Sergeant</td>
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<td>Assistant Jail Programmer/Recreation Director</td>
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<td>Lead Court Security Officer</td>
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<td>Chief Deputy Sheriff</td>
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<td>Lead Dispatcher</td>
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<td>Corrections Officer</td>
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<td>Office Manager</td>
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<td>Court Security Officer</td>
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<td>Program Coordinator-Jail</td>
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<td>Deputy Sergeant</td>
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<td>Secretary-Jail</td>
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<td>Deputy Sheriff</td>
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<td>Secretary-Sheriff</td>
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<td>Dispatcher</td>
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<td>Sentence-to-Serve Crew Leader</td>
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<td>Investigator</td>
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<tr>
<td>Veterans</td>
<td>Secretary Land-Veteran</td>
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<td>Veterans Service Officer</td>
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County Administrator

Dept/Div: Administration  FLSA Status: Exempt

General Definition of Work
Performs complex executive work overseeing all County operations as Chief Administrative Officer, recommends and implements County policies, provides leadership and supervises department heads, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Board. Organizational supervision is exercised over Department Heads.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Assist the County Board/Clerk to the County Board.
▪ Supervises Department Heads and coordinates the efficient and effective use of county resources.
▪ Serves as Chief Budget Officer.
▪ Manages day-to-day county functions.
▪ Leads labor negotiations and contract management.

Knowledge, Skills and Abilities
Thorough knowledge of state statutes, Minnesota Rules, federal rules and regulations; thorough knowledge of labor contracts, county policies and ordinances; thorough knowledge of planning documents; financial reports; feasibility studies and professional service contracts. Thorough skill reviewing time sheets, financial reports, audits, letters and memorandums. General knowledge of standard office equipment and software. Ability to estimate property tax impacts and levies; ability to estimate project revenue and expenses.

Education and Experience
Bachelor's degree in Public Administration, or related field and considerable experience in executive leadership of a public or non-profit agency, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
Economic Development Coordinator

Dept/Div: Administration
FLSA Status: Non-Exempt

General Definition of Work
Performs difficult professional work overseeing development and implementation of plans to improve the quality of life in Pine County; advising the County Administrator, Board and departments on economic development opportunities, and works with area businesses, developers, and citizens to represent Pine County; along with other related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Serves as the organization’s expert on economic development-related activities
- Development and implementation of a strategic economic development plan
- Lead staff to the county’s economic development committee and/or economic development authority
- Point of contact for business development
- Coordinate activities with others including city economic development staff, East Central Regional Development Commission, educational institutes, DEED, chamber of commerce, etc.
- Coordinate related activities among county departments.

Knowledge, Skills and Abilities
Thorough knowledge of Economic Development theories and policies, in addition to local, regional and territorial economic development potential and opportunities; thorough knowledge of business planning and market analysis, financial management, and analysis, generally accepted accounting principles, and economic development and business promotion; thorough knowledge of relevant county legislation, policies, and procedures; must demonstrate the ability to develop and analyze business plans, ability to identify and promote county economic development projects and initiatives, ability to communicate effectively and efficiently through written, verbal and presentation skills.

Education and Experience
Bachelor’s degree in community/economic development, public administration, rural planning or related field and considerable experience in economic development work, or an equivalent combination of training and experience.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, walking and reaching with hands and arms and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
Human Resources Manager

Dept/Div: Administration  FLSA Status: Exempt

General Definition of Work
Performs difficult professional work overseeing all aspects of the Human Resources Department; advising the County Administrator, Board and departments on human resource matters, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Administers the County Human Resource program in conformance with state and federal regulations.
- Manages the recruitment, selection and retention of employees; oversees employee exits and discipline.
- Maintains the County Personnel Policy and makes recommendations for updates to the County Board.
- Maintains the County employee classification and compensation system in compliance with state regulations.
- Assists with labor negotiations, relations and grievances.
- Administers the County employee benefit programs; oversee worker's compensation issues; supervises maintenance of personnel files.
- Verifies employment and salary information to outside agencies.
- Manages the County personnel and safety committees.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of employment law, state and federal rules and regulations; thorough knowledge of benefit administration and payroll requirements; comprehensive knowledge classification and compensation programs, personnel policies and labor contracts; general experience with billing and invoices; comprehensive knowledge of time sheets; thorough experience composing letters, reading payroll reports and administering performance appraisals; thorough knowledge of standard office equipment and software; thorough knowledge of human resources information system software; ability to estimate personnel costs and calculate benefit contributions.

Education and Experience
Bachelor's degree with coursework in human resources, labor relations or public administration, or related field and moderate experience in human resource administration, or equivalent combination of education and experience.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, walking and reaching with hands and arms and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
IT Manager

Dept/Div: Administration
FLSA Status: Exempt

General Definition of Work
Performs difficult advanced technical work developing, managing and planning for County technology infrastructure; supporting all County department IT needs; developing IT policy and procedures, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Continuous supervision is exercised over IT Support Specialists.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Supervises IT employees and Helpdesk operations; ensures quality customer services; trains IT and County employees on new technology.
- Develops and manages IT operational budget and expenses.
- Develops and implements County policies and procedures for internet, email, network access, security and emerging technology; develops and maintains County backup solution, procedures and Disaster Recover Plan.
- Establishes and maintains computer systems, server, exchange and Linux environments; maintains County-wide VOIP phone system and related software; maintains County LAN/WAN infrastructure; maintains and administers network storage and virtual hardware/software; maintains and administers GIS data and server; manages and maintains IBM AS/400 system, including computer support.
- Manages and maintains County website.
- Prepares and oversees County-wide PC, server, network replacement program.
- Provides 24/7 on-call IT support.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of Criminal Justice Data Network (CJDN); comprehensive knowledge of County Electronic Communication Resource (ECR) Policy; comprehensive knowledge of County Disaster Recovery (DRP) Plan; thorough ability to review billing invoices and expenditure reports; comprehensive knowledge of Helpdesk operations, employee evaluations; comprehensive ability to read County network diagrams; ability to operate 2-wheel hand truck; comprehensive knowledge of standard office equipment, servers (physical and virtual), general and department specific software, printers, projectors and VOIP phone system; ability to make arithmetic computations and understand and apply governmental accounting practices; knowledge of AS/400 System, data processing techniques, PC network operations, Windows Active Director; VMW management; Microsoft Exchange Server, Windows and Linux operating systems, Microsoft Application Suite; antivirus protection; network technology, LAN/WAN management, video and voice systems; knowledge of state programs and connectivity.

Education and Experience
Bachelor's degree with coursework in computer science/management of information services, or related field and considerable experience with two years in a management role, or equivalent combination of education and experience.
Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working in high, precarious places, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license.
IT Support Specialist

General Definition of Work
Performs intermediate technical work assisting end users; repairing, upgrading and maintaining County-wide computer systems; interacting with operating systems and network infrastructure, and related work as apparent or assigned. Work is performed under the moderate supervision of the IT Manager.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
▪ Maintains County Backup Solution and Procedure; maintains County's Disaster Recovery Plan.
▪ Assists end users with all computer issues.
▪ Documents technical support issues and maintenance procedures.
▪ Assists with Helpdesk problem resolutions for end users.
▪ Trains staff on software and related IT issues.
▪ Install and configures network printers; installs and tests new hard and software.
▪ Troubleshoots network, PC, LAN/WAN issues in a wireless environment; provides 24/7/365 technical support to County network infrastructure.

Knowledge, Skills and Abilities
General knowledge of County and department policies, practices and procedures; thorough knowledge of County Policy for Electronic Communication Resources; thorough knowledge of Helpdesk reports and tracking system; thorough knowledge of Microsoft Access inventory database; comprehensive knowledge of Microsoft Word, Excel and Outlook; ability to operate 2-wheel hand truck; thorough knowledge of servers, standard computer hard and software, department specific software, printers, projectors, voice of IP phone system and mobile devices; ability to make arithmetic computations.

Education and Experience
Associates/Technical degree in computer science, or related field and moderate experience in working the computer/technology field, or equivalent combination of education and experience.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms’ length, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working in high, precarious places, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
IT Support Specialist Sr.

Dept/Div: Administration

FLSA Status: Non-Exempt

General Definition of Work
Performs difficult skilled technical work managing and maintaining County infrastructure including servers, telephone system, computers, network, IBM I series, and software, and related work as apparent or assigned. Work is performed under the limited supervision of the IT Manager.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Manages and maintains computer systems and Windows Servers, Exchange and Linux environments.
- Manages and maintains IBM I series server hardware and software.
- Manages County backup and disaster recovery software and tests regularly.
- Manages and maintains County wireless system in all buildings.
- Manages and maintains HP Procurve switch infrastructure and fiber connections between all County buildings.
- Manages and updates mobile computers in Sheriff Deputy cars including hardware repairs and software updates.
- Manages and maintains VMware Virtual Infrastructure; provides 24/7/365 technical support to County network infrastructure.
- Manages and maintains GIS data and server including nightly export to Vendors; manages County web filters; manages County antivirus system; manages and maintains door access control software and hardware.

Knowledge, Skills and Abilities
Thorough knowledge of personal computers and software applications; thorough knowledge of TCP/IP networking principals and troubleshooting; general knowledge of network applications, operating systems, programming, and applications; general knowledge of modern office procedures, methods, techniques and equipment; general knowledge of the operations, characteristics and requirements of a computer configuration; skill in the use of personal computers, related software applications, hardware and peripheral equipment; ability to troubleshoot and resolve user and system problems; ability to train others in computer hardware and software applications; ability to communicate effectively orally and in written form; ability to establish and maintain effective working relationship with associates and vendors.

Education and Experience
Associates/Technical degree with coursework in network administration, or related field and moderate experience managing enterprise networks, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 50 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working in high, precarious places, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).
IT Support Specialist Sr.

Dept/Div: Administration
FLSA Status: Non-Exempt

Special Requirements

CCNA, Cisco Certified Networking Associate
CJIS, Criminal Justice Information Systems security awareness certification within six months
Valid driver's license.
Office Manager - Administration

Dept/Div: Administration
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative work supporting the County Board and Administrator; assisting with personnel related issues; maintaining files, records and supplies, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Provides confidential/administrative support the County Board and Administrator and other departments as directed.
- Prepares reports, agendas, minutes, correspondence and reports.
- Greets and assists residents and employees both over the phone and in person; provides back-up support to the Receptionist as required; responds to requests for information on County policies and procedures.
- Assists Human Resources with the hiring process; maintains personnel files; disseminates information in accordance with the Minnesota Data Practices Act.
- Assists Human Resources with benefit administration for county employees.
- Maintains physical and electronic files for Administration; determines retention periods for archives or destruction.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of billing practices; general knowledge of budget reports and Minnesota statutes; comprehensive knowledge of agenda and minute preparation; comprehensive knowledge of insurance benefit plans; comprehensive knowledge of correspondence preparation; comprehensive knowledge of standard office equipment and software; general knowledge of financial packages and web creation software.

Education and Experience
High school diploma or GED with coursework in office administration, or related field and moderate experience in a high level clerical position, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
Office Support Specialist

Dept/Div: Administration  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative support work providing administrative support to department staff, receiving and processing incoming calls and visitors, preparing and maintaining records and files, typing a variety of documents, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Administrator or designee.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
▪ Acts as receptionist; greets visitors; assists or directs visitors to appropriate party. Handles inquiries or complaints from the public in person or by telephone; forwards calls to appropriate party. Provides information on county services and application process; provides clients with information on other resources.
▪ Assists the public with the completion of standardized records, applications, or documents.
▪ Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information, including labor relations information, into computer system.
▪ Types and edits a variety of documents including correspondence, forms, reports, purchase orders, requisitions, and related documents, etc. where a knowledge of format and presentation is necessary.
▪ Prepares and distributes meeting notices, agendas, and minutes.
▪ Prepares, opens and maintains a variety of office files, accounts, service of process and other records, electronic and paper.
▪ Receives, sorts, processes and distributes incoming and outgoing mail. Prepares bulk mailings.
▪ Operates a variety of standard office and computer equipment.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of billing practices; general knowledge of budget reports and Minnesota statutes; comprehensive knowledge of agenda and minute preparation; comprehensive knowledge of insurance benefit plans; comprehensive knowledge of correspondence preparation; comprehensive knowledge of standard office equipment and software; general knowledge of financial packages and web creation software.

Education and Experience
High school diploma or GED with coursework in office administration, or related field and moderate experience in a high level clerical position, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
Attorney
Assistant County Attorney

Dept/Div: Attorney  FLSA Status: Exempt

General Definition of Work
Performs difficult professional work prosecuting any level of criminal offense (misdemeanor/gross misdemeanor/felony/juvenile); representing the County in legal actions; assisting the County Attorney with civil matters and advising the County Board on lawsuits or other civil matters, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney. Continuous supervision is exercised over legal

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Prosecution of all levels of criminal, juvenile and traffic offenses.
- Determine appropriate charging of criminal offenses or decline prosecution
- Draft criminal complaints, pleadings and other memoranda
- Represent the State in Court during preliminary hearings, testimonial hearings and jury trials
- Communicate with victims, witnesses, law enforcement and County employees as all stages of criminal prosecution
- Argue case law at the Appellate level as required.
- Direct and supervise legal secretaries in the performance of duties related to caseload
- Represent the County in civil commitment and guardianship proceedings before District Court
- Advise law enforcement regarding case law, required evidence and investigation techniques
- Represent County in child protection, child support, forfeiture proceedings and other civil matters as back-up to fellow Assistant County Attorney

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of Minnesota statutes, rules and regulations; comprehensive knowledge of Appellate case law and United State Supreme Court cases; general knowledge of criminal complaints, jury trial scheduling, jury trial exhibit; general knowledge of standard office equipment, computer hardware and software; thorough knowledge of Microsoft Office Suite including PowerPoint; general knowledge of County Attorney Case Management System (MCAPS); ability to make arithmetic computations.

Education and Experience
Juris Doctorate and minimal experience as a judicial clerk or related legal experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and speaking or hearing and occasionally requires standing, walking, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
License to practice law in the State of Minnesota upon hire.
Chief Deputy County Attorney

Dept/Div: Attorney  FLSA Status: Exempt

General Definition of Work
Performs difficult professional work managing criminal cases; preparing legal petitions; providing advice to County agencies, Commissioners and law enforcement officials, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Charge out and manage criminal cases
- Prepare Mental Health/Chemical Dependency Commitment Petitions
- Prepare Guardianship Petitions
- Prepare Juvenile Delinquency Petitions
- Prepare Children in Need Protective Services Petitions
- Represent the County in child support matters
- Prepare and manage Forfeiture of Property Petitions
- Provide advice/opinions to County Agencies/Commissions and law enforcement officials

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of Minnesota statutes, rules and regulations; comprehensive knowledge of criminal complaints, Commitment Petitions, Juvenile Delinquency Petitions, forfeiture actions; comprehensive knowledge of Appellate case law and United State Supreme Court cases; general knowledge of criminal complaints, jury trial scheduling, jury trial exhibit; general knowledge of standard office equipment, computer hardware and software; thorough knowledge of Microsoft Office Suite including PowerPoint; general knowledge of County Attorney Case Management System (MCAPS); ability to make arithmetic computations.

Education and Experience
Juris Doctorate and extensive experience in criminal prosecution and/or victim advocacy, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and occasionally requires standing and speaking or hearing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements
License to practice law in Minnesota upon hire.
Legal Assistant

Dept/Div: Attorney  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work creating and maintaining criminal, civil, child commitment and CHIP's files, responding to requests for information, and related work as apparent or assigned. Work is performed under the limited supervision of the County Attorney.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Answer phones, distribute mail, assist members of the public in person and over the phone; updates computer forms as necessary; manages files.
- Subpoena and notify victim's/witnesses of hearing dates; pulls files for court calendars; request criminal history from BCA; request BCA to test drug samples.
- Track requests from officers for information; tracks all continuances for dismissals for filing of dismissal with the court; track cases that are under review pending information.
- Prepare discovery for defense; draft and file all pleadings; ascertain all witnesses for the witness list; complete complaints and file with the court.
- Prepare and file Fugitive from Justice paperwork; prepare extraditions; prepares writs.
- Organize and maintain criminal files, including closing out criminal files and notify charging agency.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; thorough knowledge of criminal complaints, Juvenile Petitions, Commitment Petitions, Guardianship Petitions, pleadings and evidence; thorough knowledge of binding equipment, postage machines and CD/DVD burners; standard office equipment, standard computer office software; ability to make arithmetic calculations; knowledge of time requirements for adult criminal, juvenile criminal, commitments, probation violations and CHIPS.

Education and Experience
Associates/Technical degree with coursework in Legal Secretary, or related field and considerable experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, speaking or hearing and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Legal Secretary Degree upon hire
Office Manager - Attorney

Dept/Div: Attorney
FLSA Status: Non-Exempt

General Definition of Work
Performs difficult administrative work overseeing the effective operation of the County Attorney's Office; maintaining files and drafting documents, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Assists in the preparation of the County Attorney's Office budget; codes and prepares for County Attorney's signature all invoices received and submits for payment; maintains record of all expenses of County Attorney's office.
- Maintains personnel file for all County Attorney Office employees; tracks employee anniversary dates for performance appraisals, wage increases, and vacation/PTO increases; reviewed employee time sheets for County Attorney's signature and submits to Payroll.
- Purchases and maintains office supplies; manages major purchase of office equipment/furniture.
- Assists County Attorney in scheduling appointments, meetings, and problem solving.
- Manages process for job openings within the County Attorney's office; prepares and submits ads, sets up interview times with prospective candidates; sends follow up letters to applicants and interviewed candidates.
- Maintains agreements between County Attorney's office and outside agencies; main contact person for agencies for product, billing, maintenance, and training.
- Assigns felony cases to attorneys and maintains log of to whom cases are assigned to.
- Organizes and maintains criminal files; drafts and prepares criminal complaints and pleadings, works with local, state and federal law enforcement agencies on high profile cases, prepares essential legal documents at direction of attorney, maintains files including entering cases into MCAPS and providing attorneys for a charging decision, prepares criminal complaint and e-Charging to Court, notifies victim that case has been charged, prepares necessary pleading, sets up file for attorneys to take to court, provides discovery to defense attorneys, witness and victim, closes case out on MCAPS upon resolution.
- Assists with all forfeiture matters with County law enforcement on Minnesota State Patrol including: enters data in MCAPS, drafting Summons and Complaint on non-administrative forfeitures, drafts stipulations, administrative forfeiture certificates, default motions and orders; gathers all necessary documents and notifies all necessary witnesses.
- Manages organization and maintenance of all civil files; drafts settlement agreements between County Assessor and Petitioner on Tax Court Appeals and files Settlement agreement with Minnesota Tax Court; drafts all documents needed in condemnations, prepares annual letter to State Auditor regarding pending litigation involving the County.
- Assists with all appeals for the County Attorney's office including preparation of file, notification to Statute Attorney
- General's office; prepares for filing appeal memorandums and send to appropriate agencies.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; thorough knowledge of Westlaw, Minnesota Rules of Civil Procedures; comprehensive knowledge of Minnesota Sentencing Guidelines, Annual Firearms Report, Annual Minnesota State Auditor's Report for pending litigation, time sheets and budgets; thorough knowledge of standard office equipment and computer hardware and office software; thorough knowledge of MCAPS, ability to make arithmetic calculations; ability to organize and perform work independently; ability to operate personal computers and related software packages, hardware and
peripheral equipment; ability to maintain effective working relationships with court officials, attorneys, associates and the public.

**Education and Experience**

Associates/Technical degree in Legal Secretarial Studies, or related field and considerable experience as a legal secretary, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

None.
Account Technician

Dept/Div: Auditor-Treasurer
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work coordinating the reimbursement, reconciliation, submission and monitoring of Medical Assistance Claims, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Auditor - Treasurer and oversight of the Fiscal Officer.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Verify documents and authorize payment of voucher claims including Medical Assistance transportation, Part B Insurance, Cost Effective Health and SSIS vendor payments and IFS administrative payments.
- Monitors and manages Social Welfare Fund, prepares and processes receipts and disbursements, correcting adjustments, and month end/year end reporting, coordinates with clients, providers and case aides, providing information and reports as required.
- Maintains and manages Account Collections (ACS) billing: entering invoices and payments and maintaining the accounts of clients.
- Code, enter, balance and post receipts while verifying account numbers, descriptions and amounts
- Generate and distribute warrants, account statements and reports to clients, coworkers and supervisors
- Reconcile reimbursements and maintain records of same
- Prepare and submit billing claims in different programs for reimbursement including MA, income maintenance insurance, social services, public health and SSIS via batch resubmission or manual entry
- May act as SSIS Fiscal Mentor, Security Liaison for state systems, EBT card audit, GRH recoveries, SWF Representative payee report

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; general knowledge of software manuals, DHS website, MapQuest, internet search engines, DHS Technical & Procedural Bulletins, SSIS Technical & Procedural Updates and Mentor information; thorough knowledge of Agency Collection System billing statement and Medical Assistance Remittance Advice; general knowledge of Board Approval Reports and Warrant Registers; general knowledge of standard office equipment including postage meter and scanner; thorough knowledge of standard office computer software; thorough knowledge of Agency Collection System (ACS) and State programs (MAXIS, MMIS, PRISM and MEC2); general knowledge of IFS (Integrated Financial System), SSIS (Social Service Information System), MN ITS (Minnesota Information Transfer System), Nightingale Notes, check printer and scanner, general knowledge of DHS-SIR; ability to make arithmetic calculations

Education and Experience
Associates/Technical degree in Accounting, or related field and minimal experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or
Account Technician

Dept/Div: Auditor-Treasurer    FLSA Status: Non-Exempt

quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Merit System Eligible
Annual HIPAA Training
Annual Data Security and Data Practices Training
MAXIS State Program
SSIS State Program
MEC2 State Program
Valid driver's license.
Accounts Clerk

Dept/Div: Auditor-Treasurer  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative support work processing accounts payable and receivable using Integrated Financial Systems software, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Auditor - Treasurer.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Assist staff and members of the public in person and over the phone; provide notary public service; scan vouchers and receipts; assist with elections when required; process real estate documents.
- Receipt funds for delinquent taxes, forfeited land contracts and miscellaneous items; assist with cash drawer reports.
- Verify all claims and vouchers; process Auditor, Commissioner Warrants, and Automated Clearing House (ACH) payments on a weekly basis.
- Process account payables in IFS for month end reconciliation with County Treasurer.
- Execute and maintain Confession of Judgment contracts.
- Responsible for noxious weed control notice and publication per State Statute; issue Merchant License; assist with liquor, tobacco and auctioneer licensing.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Department of Revenue Delinquent Property Manual, Delinquent Real Estate Tax; Minnesota Statutes relating to Confessions of Judgment; thorough knowledge of Auditor Warrants and licensing; ability to create written correspondence; general knowledge of standard office equipment, standard office software; thorough knowledge of IFS, general knowledge of Statewide Voter Registration System; Landshark, SODA website and Minnesota eCVR; ability to make arithmetic calculations; knowledge of real estate and legal descriptions.

Education and Experience
High school diploma or GED and moderate experience in accounting, real estate or working with computers, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Integrated Financial System (IFS) within 6 months
Valid driver's license.
Chief Deputy Auditor - Treasurer

Dept/Div: Auditor-Treasurer  FLSA Status: Exempt

General Definition of Work
Performs difficult administrative work assisting the Auditor - Treasurer with the operation of the Department, and related work as apparent or assigned. Work is performed under the limited supervision of the Auditor - Treasurer. Departmental supervision is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Manages current and delinquent taxation of real estate, personal property, mobile homes and severed minerals.
- Manages and controls system of 32,000 parcels (28,000 taxable); computes taxes, credits, assessments and abatements.
- Assists in tax settlement and apportionment of tax collection to all jurisdictions; reviews levy limits.
- Internally audits financial reports to assure appropriate distribution of revenues and expenditures; and to monitor budget compliance.
- Supervises Auditor/Treasurer office and staff.
- Reconciles balance sheet account monthly; prepares journal entries.
- Maintains inventory of County capital assets; monitors acquisitions and dispositions.
- Supervises the collection, posting, balancing and reconciliation of County revenues.
- Assists Auditor-Treasurer in preparation and distribution of documents used for external audit. Answer questions and provide documents as requested.
- Assists Auditor-Treasurer in yearly budget adoption process as requested.

Knowledge, Skills and Abilities
Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Auditor-Treasurer’s Office; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate work of subordinate employees; ability to establish and maintain effective working relationships with governmental officials and associates.

Education and Experience
Bachelor's degree in Accounting or Finance, or related field and moderate experience with governmental accounting, or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking and pushing or pulling and occasionally requires stooping, kneeling, crouching or crawling, lifting and repetitive motions; work requires close vision, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Special Requirements

None.
Clerk III - Auditor

Dept/Div: Auditor-Treasurer
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work processing tax payments, assisting the public over the phone and in person, and related work as apparent or assigned. Work is performed under the limited supervision of the County Auditor - Treasurer.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Compute daily bank deposits from open cash drawers; balance daily collections and process overpayment refunds; prepare daily cash drawers
- Provide accurate and detailed information to the public in person or over the phone regarding taxes and department operations
- Prepare and submit Tax Abatement and Outstanding Indebtedness Reports to the State of Minnesota
- Maintain escrow listings; communicate with lenders and escrow companies to ensure accuracy of information in the tax system
- Process real estate documents for the State of Minnesota deed tax, mortgage registration tax and real and personal property taxes; enter daily collections
- Prepare and process annual late tax notices
- Manage Licensing (Tobacco, 3.2, Liquor, consumption, pawn shops, auctioneer). Works with State, county and local officials to issue and manage all licenses.
- Prepare Delinquent Tax Judgement List on an annual basis including taxpayer notification, delivery of Judgement List to Court Administrator and newspapers as required by law.
- Prepare tax forfeited receivables for apportionment to applicable local taxing jurisdictions
- Assist with Elections as required
- Verifies all claims and vouchers to ensure proper approval, signatures and accounts numbers are present. Obtains the approval when not properly completed. Ensures warrant register and checks are balanced, proof, print checks, scans all vouchers for retention as required.
- Assist and back-up Accounts Clerk.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations;

Education and Experience
High school diploma or GED and moderate experience in accounting, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general
surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Valid driver's license.
Clerk III - Treasurer

Dept/Div: Auditor-Treasurer FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work processing tax payments, assisting the public over the phone and in person, and related work as apparent or assigned. Work is performed under the limited supervision of the County Auditor - Treasurer.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Compute daily bank deposits from open cash drawers; balance daily collections and process overpayment refunds; prepare daily cash drawers
- Provide accurate and detailed information to the public in person or over the phone regarding taxes and department operations
- Prepare and submit Tax Abatement and Outstanding Indebtedness Reports to the State of Minnesota
- Maintain escrow listings; communicate with lenders and escrow companies to ensure accuracy of information in the tax system
- Process real estate documents for the State of Minnesota deed tax, mortgage registration tax and real and personal property taxes; enter daily collections
- Prepare and process annual late tax notices
- Manage Licensing (Tobacco, 3.2, Liquor, consumption, pawn shops, auctioneer). Works with State, county and local officials to issue and manage all licenses.
- Prepare Delinquent Tax Judgement List on an annual basis including taxpayer notification, delivery of Judgement List to Court Administrator and newspapers as required by law.
- Prepare tax forfeited receivables for apportionment to applicable local taxing jurisdictions
- Assist with Elections as required
- Verifies all claims and vouchers to ensure proper approval, signatures and accounts numbers are present. Obtains the approval when not properly completed. Ensures warrant register and checks are balanced, proof, print checks, scans all vouchers for retention as required.
- Assist and back-up Accounts Clerk.
- Primary back-up to Payroll Clerk, which includes payroll processing, employee compensation, and high level of confidentiality with personnel data.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; comprehensive knowledge of payroll processing procedures and regulations.

Education and Experience
High school diploma or GED and moderate experience in accounting, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important
Clerk III - Treasurer

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.
Deputy Auditor

Dept/Div: Auditor-Treasurer  
FLSA Status: Non-Exempt

General Definition of Work
Performs difficult administrative work assisting the Auditor/Treasurer in day-to-day operations of the department, administering changes to property ownership, administering elections, and related work as apparent or assigned. Work is performed under the general direction of the Auditor-Treasurer. Limited oversight is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Serve as lead worker for the office; assist and train staff in proper procedures and techniques as required; serve as a resource for office staff.
- Assist in the implementation of new policies and procedures as requested.
- Administer property transfers in the AS400 property tax system.
- Administer real property tax forfeitures as required by Federal and State laws, including land sales and repurchases after tax forfeiture; prepare land sale and repurchase deeds and contracts; administer land sale/repurchase receivables and prepare annual reports for audit purposes.
- Reconcile delinquent tax monthly with the Treasurer's Office; work with collection of current taxes in May, October and November and delinquent taxes daily.
- Serve as resource for attorneys and real estate professionals.
- Perform all election-related requirements as determined by State and Federal laws; maintains the Statewide Voter Registration System (SVRS) throughout each year for local jurisdictional elections;
- Administers County-wide absentee balloting, testing of equipment, maintaining election related activities on the County website, distribution of supplies and enter election night results during even year State elections.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of State and Federal election laws and election equipment (omni drive, dymo label writer, Automark & M100); thorough knowledge of surveyor maps, government surveys, Delinquent Tax Red Book, property tax manuals; thorough knowledge of legal descriptions; general knowledge of billing statements, Land Receivable Report, ordering State deeds and preparing State contracts; thorough knowledge of forfeiture and cancellation of State deeds; ability to understand cash drawer reports; general knowledge of standard office equipment; thorough knowledge of standard office computer hardware and software; ability to make arithmetic computations.

Education and Experience
High school diploma or GED with coursework in basic accounting, or related field and considerable experience with legal descriptions, or equivalent combination of education and experience.
Deputy Auditor

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Drawing and calculating legal descriptions/acres upon hire.
Election duties per Minnesota Statute within two years.
Valid driver's license.
Deputy Treasurer

Dept/Div: Auditor-Treasurer  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work assisting the County Auditor-Treasurer in the administration of the Treasurer's Office, and related work as apparent or assigned. Work is performed under the general direction of the Auditor-Treasurer.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Serve as lead worker in the department; assist in the training of department personnel; assist in the implementation of policies and procedures as required; prepare reports for internal staff and external agencies
- Reconcile bank statements; make journal entries and prepare trial balance indicating the condition of each fund
- Maintain daily cash book balance; determine appropriate account and make journal entries; enter daily collections and disbursements into Treasurer's Financial System; review employee cash drawers against bank deposits
- Receive and balance all credit card, electronic check, wires and ACH payments into appropriate accounts
- Develop and administer County collection program for overdue accounts; testify at court proceedings; act as liaison between County and debtors when discrepancies arise
- Monitor bank accounts; process NSF checks; authorize stop payment on checks; prepare checks to be mailed
- Assist the public in person and over the phone; receive and receipt cash payments; open and process mail

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; thorough knowledge of Deed Tax Manual, Property Tax Manual, Delinquent Personal Property Tax Manual, Revenue Recapture Manual; thorough knowledge of cash drawer reports, bank reconciliations, journal entries, trial balances, warrant abstracts, tax liens, collection/disbursement reports; knowledge of standard office equipment; knowledge of standard office software, comprehensive knowledge of MN Department of Revenue - Revenue Recapture; thorough knowledge of Treasure's Financial and ACS 400; general knowledge of County Services Tracking System (CTCS), Department of Human Services (MAXIS), Trial Court Odyssey, eCRV/Landshark; ability to make arithmetic calculations; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience
Associates/Technical degree with coursework in Accounting, or related field and moderate experience with property taxes or debt collection, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Deputy Treasurer

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

Special Requirements
Training in debt collection processes
Valid driver's license.
Fiscal Officer

Dept/Div: Auditor-Treasurer  FLSA Status: Non-Exempt

General Definition of Work
Performs difficult administrative work assisting the Health and Human Services Director in meeting the department's financial and budget objectives, and related work as apparent or assigned. Work is performed under the limited supervision of the County Auditor - Treasurer. Limited oversight is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Prepares and submits monthly, quarterly, and annual financial and statistical reports to the Minnesota Department of Human Services (MN DHS) and to the Minnesota Department of Health (MDH), verifies revenues received, LCTS and SSTs Fiscal Agent.

▪ Prepares, audits, edits and submits monthly Social Services Information Systems (SSIS) medical assistance case management and Rule 5 Claims.

▪ Assists County Auditor/Treasurer, Administrator, and Health & Human Services Director, and supervisors in preparation of Human Services budget for income maintenance, social services, and public health.

▪ Monitor Health and Human Services Fund 12, Children's Collaborative Fund 29, Holding Account Fund 89 and Social Welfare Fund; maintains ledgers and chart of accounts, cash trial balance, accounting records, 1099 and W-9 information; prepares and processes monthly quarterly and annual journal entries to correct receipt/disbursement entries, refunds, and recoveries in the Integrated Financial System (IFSpi) and SSIS and NNotes; recognizes accounting problems and effects solutions, investigate and recommends changes in procedures to reduce errors, provide efficient workflow, and maximize revenues.

▪ Prepares analyzes and reconciles financial reports for Director, supervisors, management and other employees as requested; reviews and analyzes receipts and disbursements, acts as resource person for agency personnel concerning bulletins issued by DHS and MDH, identifies issues and problems and recommends solutions to questions from technical bulletins, state program accountants, other county fiscal staff, help desks, and other various state resources, and consultation and advice to management to meet their financial objectives.

▪ Acts as lead worker to Account Technicians, provides backup in their absence, assistance and work direction as necessary, approves SSIS service arrangements in absence of supervisors, keeps up-to-date with and develops new procedures when changes occur affecting fiscal matters, and instructs and trains on changes and updates in computer systems and state and federal regulations; SSIS fiscal mentor and coordinator duties; ensures deadlines are met, attends state-wide software and policy and procedure trainings an Association of Minnesota Social Service Accountants network training to inform staff on the on-going changes to the MN DHS and MDH programs.

▪ Prepares and codes administrative vouchers, creates various contract service arrangements, coordinates unusual circumstances in payments and receipts.

▪ Acts as security officer/administrator and technical advisor for county and state computer programs and provides technical assistance to their use and troubleshooting, works with County IT staff, and state system and TRIMIN programmers when necessary.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; comprehensive knowledge of the principles and practices of accounting and budgeting as applied to County government; thorough knowledge of the principles, laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of office practices and office and accounting equipment; general knowledge of audit practices; ability to prepare complex financial reports; ability to analyze and evaluate complex financial systems; ability to communicate technical ideas effectively, both orally and in writing;
ability to establish and maintain effective working relationships with department heads and officials.

**Education and Experience**
Associates/Technical degree in Accounting, or related field and extensive experience working in accounting in a social service agency, or equivalent combination of education and experience.

**Physical Requirements**
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work occasionally requires exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**
SSIS New Fiscal Worker Training  
MAXIS  
HIPAA Training annually  
Federal Social Security Protection annually  
Data Practices Training annually  
Valid driver's license.
Land Commissioner/Forester

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

General Definition of Work
Performs difficult skilled technical work developing and administering County land management activities and programs, and related work as apparent or assigned. Work is performed under the limited supervision of the County Auditor - Treasurer. Limited oversight is exercised over Office Secretary.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Develop and administer Timber Sales Program; plan timber harvest in accordance with allowable cut; establish cut boundaries; conduct timber appraisals; determine specification of harvest based on silvicultural and forest policies; administer and oversee active logging operations; conduct timber sales and auctions in accordance with State statute

- Develop and administer Tax Forfeit Land Sales and Land Exchange Programs consistent with County Board objectives and State statute; determine annual land sale parcels; review sales terms, conditions and appraisals; provide legal notices and other administrative and technical requirements

- Develop and administer reforestation activities; maintain forest inventory; develop and administer environmental, recreational, wildlife and forest management projects; administer leases for trails, agriculture and gravel; administers Grant-in-Aid trail sponsorship program for ATV/ OHV Snowmobile trails, multiple use trail systems on tax-forfeited lands and Soo Line recreational trails

- Plan and oversee development of forest road construction and access projects for forest management projects and public use

- Classify Tax Forfeited Lands by conservation, non-conservation and Memorial Forest consistent with County Board objectives and State statute; advises the County Auditor, Tax Forfeit Land Advisory Committee and the County Board on issues pertaining to the management of County Tax Forfeit properties; coordinate efforts and activities with County staff, local officials and State agencies in accomplishing land management and program goals;

- Represent the interests of Pine County through attendance at conferences, meetings and serving on committees

- Prepares reports and studies as required

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations;

Education and Experience
Bachelor's degree with coursework in Forest or Land Management, or related field and considerable experience working with natural resources, or equivalent combination of education and experience.
Land Commissioner/Forester

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work frequently walking and speaking or hearing and occasionally requires standing, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Pesticide Applicator's License within two years
Timber Appraisal
Forest and Land Management Practices and Techniques Training
Survey/Forest/Land Measurements
Land Management Laws/Ordinances/Regulations Training annually
Valid driver's license.
Payroll Clerk

Dept/Div: Auditor-Treasurer

FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled technical work coordinating and monitoring all payroll activities for the County, and related work as apparent or assigned. Work is performed under the limited direction of the County Auditor-Treasurer.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Prepares the County bi-weekly payroll; manages changes (W-4, direct deposit, cash outs, garnishments); verifies accuracy and enters timesheets; implements changes.
- Maintains organizational and financial files on payroll system; maintains employee master files.
- Prepares reports for bi-weekly, quarter-end and year end reporting to the state and federal government including tax returns and W2s.
- Responds to employee payroll inquiries; consults with Auditor-Treasurer to address complex payroll questions and concerns.
- Coordinates information for newly hired employees; enters new employee information per government regulations, County guidelines and human resources policies.
- Works with department heads and supervisors to collect missing payroll data.
- Provide cross-training with Clerk III-Treasurer on payroll procedures.

Knowledge, Skills and Abilities
General knowledge of County and department policies, practices and procedures; thorough knowledge of labor contracts, government payroll procedures, tax laws, PERA regulations, quarterly and year end documents; comprehensive knowledge of timesheets; thorough knowledge of insurance billing; general knowledge of standard office equipment including check printer; general knowledge of standard office software including comprehensive knowledge of Paymate payroll software; ability to make arithmetic computations including calculating back pay.

Education and Experience
High school diploma or GED and considerable experience in governmental accounting, payroll and reporting, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and visual inspection involving small defects and/or small parts; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
None.
Extension
General Definition of Work
Performs intermediate skilled administrative support work providing office support to the Pine County Department of Extension, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Responsible for daily office management and coordination; provide reception for volunteers, consumer calls, and office requests; relate requests to staff, volunteers and others as needed; handle multiple competing demands; maintain County Extension webpage.
- Assist 4-H Coordinator with implementation components of 4-H records and files (animal ID's); compile and enters pre-and post-fair data; issue checks for County Fair; provides reports to county Ag Society following County Fair.
- Assist with management and maintenance of SNAP-ED database; perform data entry as required; access and retrieve reports; create and edit written communication for SNAP-ED program, including but not limited to handouts, presentations, newsletters, and spreadsheets; generate invoices and handle deposits from partner agencies; maintain supplies and materials for SNAP-ED.
- Work with Master Gardener Coordinator and Extension Master Gardener Volunteers with events (Hort Day, Plant Sale, Farmer's Market, County Fair).
- Draft and edit, correspondence including email, business documents, press releases, educational materials, reports, presentations, brochures, and announcements; may assist, edit or review correspondence and other communications between staff and others; maintain confidentiality of data.
- Provide general clerical support to support team efforts; maintain filing system; copy, fax, preparing mailings, compiling packets, and other general office duties as needed; maintain computer files and mailing lists; open and distribute mail; maintain office supplies and equipment, including ordering supplies. Maintains U of M and US Department of Agriculture publication files and orders supplies and publications as needed; schedule equipment checkout.
- Receive and account for money at office; authorize bills for payment by Auditor's Office; monitor budget throughout the year and periodic reporting to Regional Extension Director and others as needed.
- Handles all incoming calls to the Pine County general information number and extends those calls to appropriate departments, provides information and resources to callers as needed.
- Serves as backup to Administrative Assistant in County Administrator's Office, including but not limited to drafting agendas, county board minutes and providing support to County Administrator as required.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general ability to prepare correspondence, general ability to communicate effectively both orally and in writing with judges and volunteers; general knowledge of standard office equipment and software; general knowledge of 4-H programs and U of M Extension policies; general knowledge of billing statements, Google Search, attendance records presentation and brochure creation; thorough knowledge of 4-H Online Confidential and SNAP ED databases.

Education and Experience
High school diploma or GED with coursework in office administration, or related field and moderate experience with office management, or equivalent combination of education and experience.
Administrative Assistant - Extension

Dept/Div: Extension

FLSA Status: Non-Exempt

Physical Requirements

This work requires the frequent lifting up to 25 pounds with occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.
Summer Assistant - 4-H

Dept/Div: Extension
FLSA Status: Non-Exempt

General Definition of Work
Performs semiskilled work assisting in the coordination of summer 4-H events, and related work as apparent or assigned. Work is performed under the moderate supervision of the 4-H Program Coordinator.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Prepare for the County Fair; secure non-livestock and exhibit judges; secure and communicate with event volunteers; create event promotion and marketing materials
- Assist with all aspects of 4-H events and activities at the County Fair
- Assist with post fair wrap-up; cleaning, post event press release; review inventory
- Assist with the planning, preparation and implementation of summer 4-H workshops, training and camps

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; general ability to prepare correspondence, general ability to communicate effectively both orally and in writing with judges and volunteers; general knowledge of standard office equipment and software; ability to work a flexible schedule; general knowledge of 4-H programs.

Education and Experience
High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
Case Aide

Dept/Div: HHS  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work involving the maintenance of client records in state information systems, and related work as apparent or assigned. Work is performed under the limited supervision of the HHS Supervisors.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Provides initial client contract; explaining program policies, procedures, referring clients to other programs that they may be eligible for (both in community and other agencies).

▪ Assists potential clients with questions and in completing applications and gathering necessary verifications on a rotating schedule.

▪ Performs and assists associates with entering client data into state information systems.

▪ Transfers and reconciles data between various computer systems to ensure consistency of data and proper service delivery.

▪ Performs duties as guardian or conservator for wards of the state; maintains finances, meets with families and care providers, and provides annual reports as required.

▪ Assists with data collection and completion of forms for children in substitute care and medical assistance and maintains necessary communication with internal and external departments.

▪ Completes payment vouchers for services and placements.

▪ Maintains unit files; receives, opens and distributes mail; receives, routes and answers phone calls; collects data for required reports; prints and distributes reports to several different units within the agency.

Knowledge, Skills and Abilities

General knowledge of the principles and practices of public assistance programs and social service organizations; general knowledge of agency programs and operations and other community resources; general knowledge of social services licensing and background requirements; ability to analyze data and exercise sound judgment in arriving at conclusions; ability to follow complex oral and written instructions; ability to manage workload and meet deadlines; ability to communicate effectively orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the public.

Education and Experience

High school diploma or GED and moderate experience in the Social Services clerical field or working with the public, or equivalent combination of education and experience.
Case Aide

Dept/Div: HHS  FLSA Status: Non-Exempt

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Minnesota Merit System
Within one year:
  Data Privacy & Security Training
  Bureau of Criminal Apprehension Training
  Social Services Integrated System Training
  HIPAA
  MMIS/MAXIS
  WMS
  RMS
  SIR
Valid driver's license.
Child Support Officer

Dept/Div: HHS
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative work locating parents, establishing paternity and enforcement of support orders, and related work as apparent or assigned. Work is performed under the general direction of the Child Support Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Analyzes and determines appropriate jurisdiction, type of legal action to initiate and appropriate court forum for child support cases.
- Prepares consent orders, if parties have requested to waive pleading and timeframes and enter in agreements approved by the Officer; prepares default orders and submits for County Attorney approval and submission to the Court.
- Compose hearing agreements and letters of recommendation to the County Attorney’s office for representation in contested matters and provides testimony of the facts to the County; reviews conformed orders from the hearing for accuracy.
- Manages case maintenance, including administrative enforcement activities, and a high volume of client customer contacts educating the party with information.
- Calculates and analyzes complicated financial adjustments and payment histories for accuracy and completeness; oversees collection and disbursement of monies and investigates and resolves any discrepancies.
- Monitors and maintains cases; determines that all necessary and required activates are in place for the enforcement of the Court’s order; negotiates and approves payment agreements to avoid administrative remedies, determines an recommends arrears management strategies.
- Reviews and remains up to date on all changes in statutes, case laws, policies, and attends training as needed.
- Monitors and prioritizes collections activates; determines collection actions to taken.
- Investigates and reviews probate cases in Odyssey and routes necessary legal action and follow-up to the County Attorney's office.
- Calculates and analyzes financial information for completeness and accuracy with verified information from various databases and determines collection actions to be taken on a case under guidelines.
- Reviews and remains up to date on all charges in probate statutes, case laws and policies; attends training/meetings as necessary.

Knowledge, Skills and Abilities
Thorough knowledge of child support programs and procedures; general knowledge of the principles and practices of public social service organizations; ability to establish and maintain effective working relationships with clients, associates, legal and court professionals and the public; skill in the practice of interviewing; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports.

Education and Experience
High school diploma or GED with coursework in child support officer, paralegal, or related field and moderate experience in child support collections, or equivalent combination of education and experience.
Child Support Officer

Dept/Div: HHS

FLSA Status: Non-Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Within six months:
- Data Privacy Training
- HIPAA
- Security of IRS Information Training
- New worker training developed by the State

Valid driver's license.
Child Support Supervisor

Dept/Div: HHS
FLSA Status: Non-Exempt

General Definition of Work
Performs difficult professional work providing professional child support to clients, assisting in the overall operations of the division, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Divisional supervision is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Creates unit policy based on laws, state statutes or federal policies; develops and implements overall agency goals and policies; evaluates existing unit goals, policies and procedures; monitors changes to legislative requirements.
- Interviews and selects staff for the collection/child support unit; trains new staff; updates staff in methods of investigations, negotiations and agency policy.
- Responds to public requests for information or assistance regarding programs and policies; address community groups and participates in training sessions; receives and responds to complaints from clients and the public regarding collection/child support issues.
- Serves as primary contact for state office and security liaison for State Child Support System; MGA Agency Account Manager for HHS Department and administrator of MN Judicial branch eFile/Service access for Child Support Unit.
- May prepare consent orders, default orders; composes hearing facts and letters of recommendation for hearings; conducts settlement conferences when required; presents agreements and provides testimony on contested matters; reviews conformed orders for accuracy or changes.
- Serves as a resource for agency Director, County Attorney, law enforcement officials, staff and members of the public.
- Coordinates the collection of data for state, federal and local reports; monitors the performance of programs, resource availability and staffing needs; assists with the development and monitoring of the division budget.
- Remains current on changes to state law, policies and attends training sessions as required.

Knowledge, Skills and Abilities
Thorough knowledge of County policies and procedures; thorough knowledge of state and federal child support programs and procedures; general knowledge of the principles and practices of public social service organizations; ability to establish and maintain effective working relationships with clients, associates, legal and court professionals and the public; knowledge of performance appraisal and attendance records; skill in the practice of interviewing; ability to analyze facts and exercise sound judgment in arriving at conclusions; thorough knowledge of standard office equipment; thorough knowledge of standard office software as well as child support software, MN financial software, DHS website; ability to make arithmetic computations, apply governmental accounting practices; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports.

Education and Experience
Bachelor's degree with coursework in criminal justice, public administration, business administration, or related field and considerable experience as a child support officer, collections officer or comparable experience, or equivalent combination of education and experience.
Physical Requirements
This work requires the regular exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Merit System Eligible
Within six months:
  - Data Practice and Security Training
  - HIPAA
  - Civil Rights Training
  - Security of IRS Information
  - Training for all DHS programs and systems used to perform work
Valid driver's license.
Collections Officer

Dept/Div: Health & Human Services  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative work establishing fees and other debts owed to the County, including public assistance and food stamp overpayments, medical assistance reimbursements, including insurance and probate recoveries, and foster care collection, and other work as apparent or assigned. Work is performed under the general direction of the Child Support Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Performs professional tasks in accordance with all Federal and State regulations to collect debts owed to Pine County and the State of Minnesota, including but not limited to Estate Recovery, Public Assistance and Child Placement fees.
- Review case referrals to determine the case type i.e. parental fees, overpayments, public assistance recovery, probate claim, or out-of-home reimbursement recovery.
- Respond to all reported case changes to ensure proper administration of the case by assuring accurate information is entered into PRISM, ACS, MAXIS, and the Department of Revenue system.
- Initiate review of public assistance case upon notice of death of recipient or past recipient’s spouse to determine eligibility for current statute requirements for reimbursement.
- Review and analyze estate worksheets, financial files, life estates and trusts to ensure all applicable statutes are adhered to for collection of these assets and determine if it’s appropriate to initiate recovery action.
- Determine the amount of the County’s claim against the Descendant’s estate.
- Negotiate with family of deceased, attorneys, nursing homes, financial institutions, etc. to settle the county claim.
- Independently determines the course of action taken for collection, such as state tax intercept, garnishment, write offs etc.
- Contact financial workers with clarification on questions regarding the citing of public assistance overpayment.
- Prepare legal documents, and independently appear in court to obtain judgments for the purpose of wage garnishment. Provides testimony at hearings as to the validity of the debt and clarification of case records.
- Prepare various reports related to collection efforts as well as documenting work elements.
- Determines the appropriate fee assessments for services provided by the county including but not limited to: parental fees and foster care.
- Analyze client’s financial statement, tax returns, pay stubs and relevant information to establish a plan consistent with their income by applying applicable county, state and federal policies.
- Establish and enforce parental fees for foster care cases while working with the Assistant County Attorney for accurate legal representation.
- Assessment of fees is completed in a consistently timely manner.
- Attend conferences, trainings, and meetings as scheduled or necessary.

Knowledge, Skills and Abilities
Thorough knowledge of child support programs and procedures; thorough knowledge and understanding of laws, rules, statutes, and guidelines pertaining to collections; thorough knowledge of court procedures, legal terminology, legal processes, basic rules of evidence, and legal forms related to collections; general knowledge of the principles and practices of public social service organizations; ability to establish and maintain effective working relationships with clients, associates, legal and court professionals and the public; skill in the practice of interviewing; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports.
Collections Officer

Dept/Div: Health & Human Services FLSA Status: Non-Exempt

Education and Experience
High school diploma or GED with associates/technical degree in accounting, business or closely related field and moderate experience in collections or insurance investigations, or three years of clerical or account clerk experience in work involving billing or accounts receivable or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Within six months:
  - Data Privacy Training
  - HIPAA
  - Security of IRS Information Training
  - New worker training developed by the State
Valid driver's license.
Community Health Services Administrator

Dept/Div: HHS  FLSA Status: Exempt

General Definition of Work
Performs difficult professional work planning, evaluating, directing and implementing public health and public health programs; interprets and implements federal and state laws related to public health, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Continuous supervision is exercised over assigned staff.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Assists in the development, monitoring and maintenance of program budgets.
- Develops and evaluates service and performance outcomes; develops and implements measurement standards and tools; develops, submits and complies with Family Health Work Plans.
- Prepares annual report County resident public health services uses for the MN Department of Health and the community health board; provides information to the community health board on health care policies, actions and delivery.
- Works with other local government entities and community groups on issues related to environmental health, infection control and emergency response.
- Ensures public health issues, disease outbreaks and public health emergencies are handled in accordance with state and local laws.
- Provides information to the County Board and Advisory Committee regarding public health services.
- Prepares ordinances and policies on public Pre-issues for the community health board or County Board.
- Makes presentations regarding public health programs to civic, school, health and other organizations.
- Prepares provides information regarding public health issues, develops brochures related to public health as necessary.
- Assesses and monitors community health needs; assures services, programs and objectives are provided and achieved and meet legal and professional standards.

Knowledge, Skills and Abilities
Comprehensive knowledge of public health administration; thorough knowledge of public health related policies, procedures and methods; thorough knowledge of Minnesota Statutes related to public health; thorough knowledge of Health Family America Standards and related policies and initiatives; thorough knowledge of state and local reporting requirements; thorough knowledge of current trends and community health resources; thorough knowledge of standard office equipment; thorough knowledge of standard office software; ability to make arithmetic computations, compute rates and percentages and understand governmental accounting; ability to communicate effectively with co-workers, supervisors, elected and appointed officials, state officials, other agencies, and the public.

Education and Experience
Bachelor's degree in nursing, or related field and considerable experience in administrative or supervisory public health, or equivalent combination of education and experience.
Community Health Services Administrator

Dept/Div: HHS
FLSA Status: Exempt

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Public Health Nurse Certification
Registered Nursing License
Valid driver's license.
Eligibility Worker

Dept/Div: HHS  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate technical work receiving and processing eligibility applications, evaluating, determining and re-determining eligibility, referring clients to service workers, preparing and maintaining files and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Financial Assistance Supervisor II.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Interviews individuals to obtain required information to determine initial and ongoing eligibility for assistance programs; completes required forms; documents case records.
- Provides back-up caseload coverage for absent staff or vacant positions within the unit.
- Provides on-the-job training for new and experience eligibility workers on policies, procedures and program requirements.
- Explains the benefit program rules and regulations; explains client rights and responsibilities.
- Completes eligibility determination; applies program regulations to determine eligibility and benefit amount; documents case record to show that regulations are applied correctly; completes worksheet to show verification of eligibility requirements; gathers information through written correspondence and oral contacts.
- Refers individuals to social workers and other programs, services and resources as a result of the overall assessment of the situation.
- Prepares, reports and maintains records; maintains and manages the ongoing caseload; files cases; prepares correspondence.
- Receives and responds to inquiries in person and via the telephone.
- Identifies potential fraud issues, documents and makes appropriate referrals; assists Fraud Prevention and Welfare Fraud Investigators in preparing cases for prosecution, and provides testimony in civil or criminal court as needed.
- Assists and/or provides input in the implementation of new County policies and procedures.

Knowledge, Skills and Abilities
General knowledge of the principles and practices of public social service organizations; general knowledge of current social, economic and health problems and of human behavior and social functioning; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to perform basic mathematics including calculating percentages; ability to follow oral and written instructions; ability to organize work schedule, manage workload and meet deadlines; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the general public.

Education and Experience
High school diploma or GED and moderate experience in a human service setting, or equivalent combination of education and experience.
Eligibility Worker

Dept/Div: HHS
FLSA Status: Non-Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and frequently standing, walking, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Merit System Eligible
Within six months:
- Data Privacy Practices Training
- HIPAA Training
- Civil Rights Training
- On-going mandatory training

Training for all DHS programs and systems used to perform work
- Homeland Security SAVE System Training
- Security of IRS Information Training
- Long Term Care Program Requirements
- Long Term Care Certification Training through State of Minnesota

Valid driver's license.
Emergency Preparedness Coordinator

Dept/Div: HHS                              FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled human support work participating in activities related to protecting and promoting the health of Pine County residents by developing, revising, and maintaining public health plans for emergency situations. Work is performed under the moderate supervision of the Community Health Services Administrator.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Assist in planning, developing and coordinating all areas of the public health preparedness program within the Pine County Public Health department. This would include regular work on updating website information, annual review of systems used for disseminating information to public health staff and community partners.
- Assist in developing and maintaining the communications systems within the county. Continuous work on updating contacts for the HAN Alert Network with community partners and monitor response rates as required by MDH. Maintain and update the Public Health Emergency Communication plan to ensure clear and adequate communications. Performs call down drills with staff when needed.
- Responds 24/7 as needed during public health emergency response,
- Coordinate, develop and train PH staff on their roles and responsibilities during a PH emergency, and assist new employees in orientation process for PHEP.
- Conduct or participate with the CHSA and Public Health Supervisor with on-going assessments and investigations to identify county hazards and the capacity to respond to emergency situations in a timely and effective manner.
- As an active member of the public health team, contribute to and participate in the development and implementation of local public health goals, objectives, and activities to enhance local, regional, and state capacity to respond to public health emergencies
- Works with volunteers for the Medical Reserve Corps, contacts and updates members, and do periodic call down drills.
- Work with the Community Health Administrator and the Disease Prevention and Control Coordinator to integrate mass dispensing plans and distribute assets appropriately. Work with Disease Prevention and Control Coordinator in updating pandemic flu plans and isolation and quarantine plans.
- Participate in community clinics as assigned (blood pressure, immunization, WIC, etc.)
- Maintain confidentiality of all client records.
- Participate in the documentations and reporting of program outcomes, which includes research and data collection and keeping statistical reports.
- Participate in local and regional training and meetings, planning sessions, and workgroups. Bring topics back to public health team for discussion.
- Provide emergency preparedness information and education to boards, advisory committees, community partners and Pine County residents and other groups. Assists and facilitates meetings as needed.
- Assist other work areas within public health as needed to help reach department goals and objectives.
- Works with Community Health Administrator to provide information for the yearly PPMRS reporting.
Emergency Preparedness Coordinator

Dept/Div: HHS  FLSA Status: Non-Exempt

Knowledge, Skills and Abilities

General knowledge of public health emergency services functions, organization, and structure; good knowledge of relevant Federal, State, and Local laws, codes, rules and regulations; good knowledge of potential dangers and preventative measures related to contamination from disasters, sabotage, or terrorism; good knowledge of modern practices and principles of public health including investigation and surveillance methods; theoretical and practical knowledge of nursing, including performing technical nursing procedures; good knowledge of care of clients in a variety of Public Health settings; good knowledge of community organizations and service providers related to public health; working knowledge of the incident command system and ability to function within it; ability to prepare and deliver presentations in a clear concise and articulate manner; ability to analyze and organize data as well as to prepare records and reports; ability to maintain daily records of all activities and mileage; ability to understand and interpret oral instructions and/or written instructions; knowledgeable in the methods of program development and evaluation; strong oral and written communication skills; strong organizational skills, initiative, integrity, sound professional judgment, tact and courtesy; ability to effectively work as a member of an interdisciplinary team.

Education and Experience

Associates/Technical degree with coursework in nursing, public health, or related field and considerable experience performing nursing and public health, community health, and public safety duties, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Merit System Eligibility
Data Privacy Training
HIPPA Training
Civil Rights Training
Training for all DHS programs and systems required to perform the job
Valid driver's license.
Financial Assistance Supervisor II

Dept/Div: HHS  FLSA Status: Exempt

General Definition of Work
Performs difficult professional work directing the activities of the human services programs of the County, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Supervises Income Maintenance and Fraud investigation, with numerous programs and duties within each and all duties related to these units; develops, implements and manages budgets
- Assists department director in developing plans, goals, objectives and strategies to improve operations and meet program requirements. Presents program/policy information to the County Board of Commissioners.
- Develops unit policy and practices to meet program requirements; coordinates procedures and integrates services with other county and state department, contracted vendors and the public.
- Completes and administers the Minnesota Family Investment Program (MFIP) Consolidated Fund, MFIP Biennial Service Agreement, Health Care Access Services Biennial Plan, Innovations Fund Agreement, Biennial Pine County/Tribal Child Care Plan; administers the Regional Fraud Prevention Investigation Agreement/Grant, and monitor the Tribal Employment Programs between the MN Chippewa Tribe and Pine County.
- Creates and administers numerous contracts and policies for the Department of Human Services (DHS) such as Burial Emergency Assistance, Emergency General Assistance, Random Drug Testing, Fraud Prevention Investigation, etc.
- Administers all activity with the Employment Service Provider, including contracts for family cash programs and SNAP (Supplemental Nutrition Assistance Program).
- Security Liaison and Training Coordinator between Pine County and DHS.
- Registers and processes ongoing reviews for all Child Care Assistance providers.
- Determines eligibility for child support good cause requests and MFIP extension and reviews annually as needed.
- Handles agency inquiries and complaints from all sources.

Knowledge, Skills and Abilities
Thorough knowledge of the principles, methods, techniques and practices of public assistance; thorough knowledge of supervisory principles and practices; thorough knowledge of forms, documents and procedures in determining eligibility; general knowledge of human behavior and current social problems; general knowledge of the legal practices related to fraud investigations; ability to analyze facts and to exercise sound judgment in arriving at conclusions; ability to delegate authority and to plan, train and supervise technical work; ability to prepare clear and concise reports; ability to communicate complex ideas effectively, orally and in writing; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with clients, associates and the general public.

Education and Experience
Associates/Technical degree with coursework in social work, psychology, sociology, business, or related field and moderate experience, or equivalent combination of education and experience.
Financial Assistance Supervisor II

Dept/Div: HHS                                  FLSA Status: Exempt

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Merit System Eligible
Within six months:
  Data Practice and Security Training
  HIPAA
  Civil Rights Training
  Security of IRS Information
  Training for all DHS programs and systems used to perform work
Valid driver's license.
Health and Human Services Director

Dept/Div: HHS          FLSA Status: Exempt

General Definition of Work
Performs complex professional work planning, directing, supervising and coordinating social services and public health programs, services and staff, preparing and administering agency budget, developing and managing policies and procedures, interpreting laws and regulations, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over Social Services Supervisors, Financial Assistance Supervisor II, Community Health Services Administrator, Public Health Supervisor and Office Manager.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
▪ Manages and evaluates department services (adult and child protection, adult and children's mental health services, child and adult licensing, child support, income eligibility programs and public health programs) ensuring program compliance with state and federal law and taking corrective action when not in compliance.
▪ Develops and monitors agency budget with input from supervisors and other department heads.
▪ Trains, supervises and consults with unit supervisors.
▪ Recommends new hires, promotions and disciplinary action.
▪ Recommends actions to County Administrator and County Board specific to items in the Department.

Knowledge, Skills and Abilities
Comprehensive knowledge of the principles and methods of administration, including planning, directing and personnel and fiscal management; comprehensive knowledge of human behavior essential to working effectively with individuals and groups; comprehensive knowledge of current social, economic, legal and health problems; comprehensive knowledge of public welfare policies and programs, staff of professional and nonprofessional employees; ability to plan and execute effective in-service training and staff development programs; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, associates, community agencies, various community officials and the public.

Education and Experience
Bachelor's degree with coursework in social work, public health, psychology, nursing, or related field and considerable experience with five years of supervisory experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Special Requirements

HIPAA
Data Practices
Valid driver's license.
Lead Eligibility Worker

Dept/Div: HHS
FLSA Status: Non-Exempt

General Definition of Work
Performs difficult technical work acting as lead worker to several other eligibility workers involved in one or more of the income maintenance programs, and related work as apparent or assigned. Work is performed under the limited supervision of the Financial Assistance Supervisor II. Continuous oversight is exercised over Eligibility Worker, Case Aide and Office Support Specialist.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Interviews individuals to obtain required information to determine initial and ongoing eligibility for assistance programs; completes required forms; documents case records.
- Explains the benefit program rules and regulations; explains client rights and responsibilities.
- Completes eligibility determination; applies program regulations to determine eligibility and benefit amount; documents case record to show that regulations are applied correctly; complete worksheet to show verification of eligibility requirements; gathers information through written correspondence and oral contacts.
- Refers individuals to social workers and other programs, services and resources as a result of the overall assessment of the situation.
- Prepares, reports and maintains records; maintains and manages the ongoing caseload; files cases; prepares correspondence.
- Receives and responds to inquiries in person and via the telephone.
- Identifies potential fraud issues, documents and makes appropriate referrals; assists welfare fraud investigators in preparing cases for prosecution and provides testimony in civil or criminal court as needed.
- Provides input into the development and evaluation of the income maintenance unit's policies and procedures.
- Provides back-up caseload coverage for absent staff or vacant positions with the unit to ensure that workload is managed adequately.
- Provides on-the-job training for new and experienced eligibility workers on policies, procedures and program requirements.
- Keeps staff informed of changes and updates issued from the Department of Human Services.

Knowledge, Skills and Abilities
Thorough knowledge of the principles, methods, techniques and practices of public assistance; general knowledge of supervisory principles and practices; thorough knowledge of public assistance programs, policies and procedures; ability to analyze facts and to exercise sound judgment in arriving at conclusions; ability to delegate authority and to plan, train and supervise technical work; ability to communicate complex ideas effectively, both orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the public.

Education and Experience
High school diploma or GED and moderate experience with two years of successful experience as an Eligibility Worker.
Lead Eligibility Worker

Dept/Div: HHS
FLSA Status: Non-Exempt

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and frequently standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Merit System Eligibility
Within six months:
  - Data Privacy Practices
  - HIPAA
  - Civil Rights Training
Training for all DHS programs and systems used to perform work
Valid driver's license.
Licensed Practical Nurse

Dept/Div: HHS  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled human support work participating in community clinics and education activities, providing home visits to families, collecting data on individuals and families and locating community resources to meet needs, and related work as apparent or assigned. Work is performed with independence in various aspects, and is under the limited supervision of the Community Health Administrator and Public Health Supervisor with work direction from Registered Nurse (RN) or Public Health Nurse (PHN).

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Educates families about the benefits of preventative health care, services available, and where and how to obtain those services.
- Implement patient plan of care and document program outcomes.
- Provides direct nursing care including teaching, monitoring and observation within the plan of care to meet the specific needs of the client using evidence-based curriculum.
- Tests and interprets results for hemoglobin, developmental screenings, hearing, vision, body mass index, vitals, lead per state guidelines, and refers as needed, and anthropometric measurements.
- Contacts and coordinates with healthcare providers and provides training and outreach.
- Identify risk factors or developmental concerns using state approved screening tools for infants and toddlers, and refers as needed.
- Attend regional meetings regarding to Health Plan updates, regional updates with other counties, state update, and discuss outreach activities.
- Coordinate and implement blood pressure clinics, flu clinics; coordinate, plan and implement local county health fairs; network with local businesses and other agencies.
- Develop ways to sustain program and increase client participation.
- Improve the health of nutritionally at-risk women, infants, and children by promoting positive lifestyle choices that lead to lifelong health by providing nutrition education, counseling, and assist in setting nutritional goals.
- Verify insurance eligibility for Public Health programs.
- Provide breastfeeding education and support.
- Administer immunizations per standing orders and state guidelines.
- Maintain vaccine storage per the Immunization Practices Improvement Program as part of the Minnesota Department of Health.
- Provide car seat education to clients and complete documentation.
- Participate in staff development training.

Knowledge, Skills and Abilities
Thorough knowledge of the common medical practices, procedures and techniques associated with a standard physical examination; thorough knowledge of the preliminary diagnosis of medical problems and the administration of medications related to treatment and first aid; ability to determine health educational needs and develop appropriate materials; ability to understand and use equipment properly; ability to prepare and maintain records and reports; ability to communicate effectively both orally and in writing; skill in administering examinations, tests and treatment; ability to establish and maintain effective working relationships with associates, physicians, health care providers, insurance agency representatives and the public.
Licensed Practical Nurse

Dept/Div: HHS
FLSA Status: Non-Exempt

Education and Experience
Associates/Technical degree with coursework in nursing, or related field and moderate experience performing nursing duties, or equivalent combination of education and experience.

Physical Requirements
This work requires the frequent exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
CPR Certification
Child Passenger Safety Tech Certification
Certified Lactation Specialist
Merit System Eligibility
Licenses Practical Nurse
Data Privacy Training
HIPPA Training
Civil Rights Training
Training for all DHS programs and systems required to perform the job
Valid driver's license.
Office Manager-HHS

General Definition of Work
Performs intermediate administrative work providing administrative support services for the HHS Department, authorizes purchases, completes vouchers and purchase orders, and related work as apparent or assigned. Work is performed under the limited supervision of the Health and Human Services Director. Limited oversight is exercised over the department.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Performs confidential duties and assists in the day to day workload of the Director and Supervisors. Screens Director's mail, route incoming mail to appropriate staff and acts as resource for DHS Bulletins.
- Assists management in filling vacancies and the hiring process for new employees, complete appropriate paperwork to Merit System for new and current staff, and maintains personnel files.
- Purchases and authorizes the payment for supplies and office equipment for four HHS sites, maintains supply inventory at all sites, and monitors the use of credit cards.
- Coordinates agendas with the Director for Management Team, Meth Task Force, All Staff, and Health & Human Service Advisory Committee meetings as well as takes minutes and follows up with appropriate actions. Prepares requests for County Board actions.
- Proposes forms, prepares reports and assists in the drafting and revisions of department policies.
- Manages the administrative contract file, types new and renewed contracts, and contacts vendors as needed as well as provides Management Team with suggested changes as needed. Researches information in labor and professional contracts.
- Maintains office machines and develops operating procedures for office machines, troubleshoots machines, and acts as contact person for vendors. Maintains policy and procedures for six County vehicles within HHS Department.
- Acts as resource for the public, County employees, etc., acts as contact person for issues at three building sites, and assists in the training of new management and line staff.

Knowledge, Skills and Abilities
Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and administrative policies and practices, including confidential policies; comprehensive knowledge of the State Merit System; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on matters and to perform office management details without referral to supervisor; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages ability to operate standard office equipment and applicable software packages; ability to communicate effectively, both orally and in writing; ability to establish and maintain public relations, effective working relationships with associates and the public.

Education and Experience
High school diploma or GED and moderate experience in office management, administrative support, office procedures, practices and equipment, knowledge of human services, or equivalent combination of education and experience.
Office Manager-HHS

Dept/Div: HHS
FLSA Status: Non-Exempt

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires walking and climbing or balancing and occasionally requires standing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver’s license.
Office Support Specialist

Dept/Div: HHS  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative support work providing administrative support to department staff, receiving and processing incoming calls and visitors, preparing and maintaining records and files, typing a variety of documents, preparing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the Financial Assistance Supervisor II or Child Support Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Acts as receptionist; greets visitors; directs visitors to appropriate party.
- Handles inquiries or complaints from the public in person or by telephone; forwards calls to appropriate party.
- Provides information on agency services and application process; provides clients with information on other community resources.
- Assists the public with the completion of standardized records or documents.
- Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system.
- Types and edits a variety of documents including correspondence, forms, reports, purchase orders, requisitions, and related documents, etc. where a knowledge of format and presentation is necessary.
- Prepares, opens and maintains a variety of office files, accounts, service of process and other records.
- Receives, sorts, processes and distributes incoming and outgoing mail.
- Operates a variety of standard office and computer equipment.

Knowledge, Skills and Abilities
General knowledge of standard office and receptionist procedures and the operation of a multi-line phone system; video conferencing, postage machine, POS system, APP Extender; general knowledge of departmental programs and policies; ability to speak clearly; ability to understand and follow written and oral directions; ability to operate standard office, word and data entry equipment; ability to establish and maintain effective working relationships with associates and the public.

Education and Experience
High school diploma or GED and moderate experience in office clerical work, customer services, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Office Support Specialist

Dept/Div: HHS

FLSA Status: Non-Exempt

Special Requirements

MN Merit System
Data Privacy and Security Training
IRS Security Training
HIPPA Training
DHS New Worker Training
Valid driver's license.
Public Health Educator

Dept/Div: HHS  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative work planning, developing, implementing and evaluating health promotion and other public health planning activities; prepares and manages grants, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Develops and implements quality improvement and assurance activities for assigned programs; reports results and recommends process improvement strategies.
- Coordinates data management activities including demographic, programmatic, socioeconomic, health and other information.
- Monitors and documents community health status and trends.
- Coordinates and prepares grants, manages grant funds and prepares reports.
- Prepares for public health accreditation.
- Develops strategic partnerships and conducts meetings to engage citizens in the promotion of health education programs in the community; participates in health education at community events.
- Prepares educational materials for schools, community groups and other related organizations.

Knowledge, Skills and Abilities
Thorough knowledge of health improvement programs; general knowledge of related policies, practices and procedures; general knowledge of related health ordinances, laws and best practices; general knowledge of grant preparation and related reports; general knowledge of standard office equipment, standard office and accounting software programs; ability to make arithmetic computations; ability to effectively communicate orally and in writing; ability to establish and maintain effective working relationships with officials, employees, community agencies, school officials, the public and various community officials.

Education and Experience
Bachelor's degree with coursework in public health education, or related field public health, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Public Health Educator

Dept/Div: HHS

Special Requirements
Valid driver's license.
Public Health Nurse

Dept/Div: HHS
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate professional work providing public health nursing services directed towards the prevention, assessment, risk reductions and health improvement of the community; analyzes health data, develops care plans; provides health education and advocacy; collaborates with community partners to promote community health; maintains patient and program activity records, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Performs comprehensive health assessments on individuals and families.
▪ Provides care coordination/case management, referral and follow-up to individuals and families; evaluates outcomes and plan effectiveness and make changes as necessary.
▪ Investigates, conducts surveillance, community outreach, screenings concerning communicable infectious diseases.
▪ Investigates complaints regarding environmental health problems and hazards; initiates enforcement and/or corrective action.
▪ Provides education and counseling as needed.
▪ Obtains patients consent forms; ensures patient confidentiality; maintains health records.
▪ Prepares documentation of patient assessments and intervention information into electronic database.
▪ Collaborates in the development and delivery of programs and activities to promote health and prevent disease.
▪ Participates on response teams to assist in minimizing, preventing and containing adverse health events and conditions resulting from communicable diseases, outbreaks, chronic diseases, environmental hazards and other issues.

Knowledge, Skills and Abilities
Thorough knowledge of public health nursing principles and practices; thorough knowledge of public health services; thorough knowledge of treatments and medical interventions; thorough knowledge of healthcare technology, equipment, supplies and materials for medical treatment; thorough knowledge of chart documentation, medical records forms, state and federal laws regarding release of health care information and patient consent; thorough knowledge of factors influencing public health and health services; thorough knowledge of epidemiological data analysis and surveillance methods related to management of communicable and infectious diseases; thorough knowledge of research techniques and principals, quality improvement and performance management; ability to assess, diagnose, plan, provide intervention, evaluate and provide referrals; ability to collaborate and maintain working relationships with diverse populations and cultures; ability to effectively communicate both orally and in writing.

Education and Experience
Bachelor's degree with coursework in nursing, or related field and moderate experience public health nursing, or equivalent combination of education and experience.
Public Health Nurse

Dept/Div: HHS
FLSA Status: Non-Exempt

Physical Requirements
This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, wearing a self-contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and communicable disease; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Public Health Nurse by the State of Minnesota
Registered Nurse in the State of Minnesota
Valid Driver’s License
Public Health Supervisor

Dept/Div: HHS  
FLSA Status: Exempt

General Definition of Work
Performs difficult professional and administrative work managing the activities of the Adult Health Division; planning, developing, implementing, administering, and evaluating the Home Care and Care Coordination Programs; coordinating the programs with county and community resources, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Supervises public health program areas in the division as assigned.
- Participates in risk management and other quality assurance activities, developing corrective action plans as required.
- Manages program records by maintaining accurate and complete documentation.
- Develops and evaluates agency policies, procedures and standards of care to ensure compliance with State and Federal rules and regulations.
- Attends meetings, seminars and conferences to keep abreast of changes in policies, procedures related to program areas.
- Maintains effective working relationships and represents Public Health on interagency committees and advisory boards; represents agency in contacts with other agencies and the community in the Director's absence or as designated by the Director.
- Collects and contributes data required for the preparation of the budget for programs as directed.

Knowledge, Skills and Abilities
Comprehensive knowledge of the theory, principles and practices of public health programs and services; thorough knowledge of public health administration; thorough knowledge of Federal, State and local public health policies and programs and the laws on which they are based; thorough knowledge of statistical analysis and of agency financing; thorough knowledge of casework philosophy, methods and practices; ability to plan, organize and direct a staff of professional and nonprofessional employees; ability to plan and execute effective in services training and staff developmental programs; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, employees, community agencies, the public and various community officials; ability to prepare and present complex technical reports.

Education and Experience
Bachelor's degree with coursework in nursing, or related field and moderate experience in public health, community health, or equivalent combination of education and experience.
Public Health Supervisor

Dept/Div: HHS  FLSA Status: Exempt

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasional exposure to toxins/hazards for PH<1/3; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
CPR Certificate
Licensed as Registered Nurse
Within six months:
  - Public Health Nuisance Training
  - Respiratory Protection Training
  - National Incident Management Training
Valid driver's license.
Registered Nurse

Dept/Div: HHS

FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate professional work providing home visits, education and outreach to individuals and families, performing medical evaluations, collecting medical data, preparing and maintaining files and records, preparing and dispensing medications, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor. Occasional oversight is exercised over LPN.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Provides home visits in clients' homes in rural communities, Public Health/WIC offices, schools, or via telephone calls, in response to referrals to access County services; provides immunization clinics, conducts child and teen outreach and education.
- Provides comprehensive and focused assessment, reassessment, planning, implementation, monitoring of health/family status and evaluation of clients and/or families’ systems, i.e., financial, social, psychological, developmental, environmental, safety and total health needs as to prevent/promote healthy lifestyle choices.
- Educates clients/families about the benefits of preventative health care, services available, and when/how to obtain these services and makes appropriate referrals to the service providers.
- Develops nursing care plan and patient goals, explains physician's findings and ensures that instructions are being followed; makes referrals as necessary.
- Prepares documentation of all client contact, home visits, screenings reports, medical records, referrals made or recommendations needing follow up; case management documentation with other county related departments or community partners.
- Participates in county emergency preparedness; community events - immunization clinics, coordinates community training events, health fairs and presentations.

Knowledge, Skills and Abilities
Thorough knowledge of the principles, standards, practices and techniques of professional and public health nursing; thorough knowledge of the dangers inherent in and the precautions to be taken in the use of drugs and other medication; thorough knowledge of treatment, assessment, immunization and related medical services for the type of medically ill patients in area of assignment; thorough knowledge of local and State rules, regulations, procedures and policies pertaining to nursing services; ability to exercise judgment in appraising situations and making decisions; ability to accurately maintain patient medical records and prepare reports; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with patients, physicians and associates.

Education and Experience
Associates/Technical degree with coursework in nursing, or related field and moderate experience working as a Registered Nurse, or equivalent combination of education and experience.
Registered Nurse

Dept/Div: HHS

FLSA Status: Non-Exempt

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pulling or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Registered Nursing License
Valid driver's license.
RN - Team Lead

Dept/Div: HHS
FLSA Status: Non-Exempt

General Definition of Work
Performs difficult advanced human support work providing and overseeing the provision of public nursing care, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Health Supervisor. Continuous supervision is exercised over Case Aide, Registered Nurse and Licensed Practical Nurse.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Plans, provides and manages public health programs; assists with outreach/referral programs with local hospitals, doctors, and community agencies; develops and adjusts goals, guidelines, policies and procedures of program as necessary.
▪ Interviews patients and families, obtains medical histories; assesses needs of patients.
▪ Develops nursing care plan and patient goals, assesses effectiveness of care plan; explains physician's findings and ensures that instructions are being followed; makes referrals as necessary.
▪ Provides health guidance services (teaching and counseling) including child health, maternal health, chronic and acute illness, communicable diseases, family planning and adult health.
▪ Plans and presents programs of public education, conducts group training sessions.
▪ Supervises records keeping activities for program area.
▪ Provides counseling and investigative work.
▪ Participates in a variety of special projects involving personal and public health in prevention, screening and treatment.
▪ Instructs and supervises nurses and paraprofessionals; provides orientation and training for new staff; identifies and coordinates staff development; keeps staff informed of new developments in field and policy and procedural changes.

Knowledge, Skills and Abilities
Thorough knowledge of the principles, standards, practices and techniques of public health nursing; thorough knowledge of the dangers inherent in and the precautions to be taken in the use of drugs and other medication; thorough knowledge of local and State rules, regulations, procedures and policies pertaining to nursing services; ability to assign and supervise the work of professional and nonprofessional personnel and to instruct them in practices and techniques; ability to accurately maintain patient medical records and prepare reports; ability to solve problems within scope of responsibility; ability to analyze statistical data and participate in program evaluations; ability to establish and maintain effective working relationships with patients, physicians and associates.

Education and Experience
Associates/Technical degree with coursework in nursing, or related field and considerable experience in public health, or equivalent combination of education and experience.
**RN - Team Lead**

**Dept/Div: HHS**

**FLSA Status: Non-Exempt**

**Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting, climbing or balancing, reaching with hands and arms and lifting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and N-95 Mask; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

CPR Certification
Registered Nursing License
Valid driver's license.
Social Services Supervisor

Dept/Div: HHS
FLSA Status: Exempt

General Definition of Work
Performs difficult professional and administrative work providing social services programs such as child welfare, child protection, and children's mental health, adult protection, adult mental health and waivered services, and related work as apparent or assigned. Work is performed under the general direction of the Health and Human Services Director. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Provides direct supervision to social workers, case aides, and other professional staff, including reviewing case records and files to ensure completeness, accuracy, and compliance with Agency and State policies, rules, and regulations regarding social work practice.
- Reviews rules, regulations, policies and procedures issued by the State Department of Human Services and provides for the efficient and effective implementation.
- Assists in the development and monitoring of purchase of service contracts with area vendors; includes working with the County Attorney's Office.
- Participates in the development of short and long range goals; tracks expenditures and communicates with administration on budget needs.
- Attends weekly pre-placement screening team (mandated practice); weekly staff meeting; facilities monthly multidisciplinary team meeting (mandated practice); and attends various committee and regional meetings pertaining to social work practice.
- Completes necessary reports for the State, County Board, Administration, etc.
- Handles grievances, problems and complaints brought by clients.

Knowledge, Skills and Abilities
Thorough knowledge of the philosophy and techniques of social work and counseling; thorough knowledge of the techniques and means of interviewing, counseling and investigating; thorough knowledge of the principles and techniques of child welfare, family services, public assistance or protective service work; thorough knowledge of the programs, laws and procedures of public assistance programs of the area of assignment; thorough knowledge of community resources for social services; ability to plan, organize, assign and supervise the work of a staff of Social Workers and to train and instruct subordinates; ability to establish and maintain effective working relationships with clients, officials, other agencies, associates, various parties to cases and the public.

Education and Experience
Bachelor's degree with coursework in social work, psychology, sociology, or related field and considerable experience in public or private county social work, or equivalent combination of education and experience.
Social Services Supervisor

Dept/Div: HHS  FLSA Status: Exempt

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Merit System Eligible
Supervisor Training within one year
Valid driver's license.
Social Worker

General Definition of Work
Performs intermediate professional work in the support and assistance of agency clients with personal, social, health and economic needs, and related work as apparent or assigned. Work is performed under the limited supervision of the Social Services Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Provides social services to residents and their families; arranges diagnostic assessments; plans and coordinates services; maintains regular contact with clients and service providers.
- Performs investigations/family assessments through interviews with all individuals where abuse/neglect are suspected, and observations of children and homes within required response time.
- Assesses situations and determines appropriate actions.
- Coordinates placement options, services, and resources needed.
- Documents all information obtained on each case to comply with federal, state, and local guidelines.
- Participates in daily, weekly and monthly meetings/trainings.

Knowledge, Skills and Abilities
Thorough knowledge of social, economic and health problems; thorough knowledge of social institutions and the methods of the helping process; general knowledge of individual and group behavior; ability to identify social problems and needs to assess the ability of individuals and families to utilize services; ability to plan and organize work and to understand and interpret laws, policies and regulations; ability to prepare reports and maintain records; ability to communicate and establish effective working relationships with clients, associates, other professional and technical staff, social agencies and the public.

Education and Experience
Bachelor's degree with coursework in social work, or related field, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, tasting or smelling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
Social Worker (assigned as Case Manager-Adult Mental Health)

Dept/Div: HHS  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate advanced human support work administering organized programs to provide services for persons with mental health needs, and related work as apparent or assigned. Work is performed under the limited supervision of the Social Services Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
▪ Conducts evaluations for the purpose of assessing problems and determining appropriate types of services intended to coordinate and link social and other services.
▪ Makes referrals to coordinate needed mental health assessments and testing, and link/refer to needed therapeutic medical, social, recreational, housing financial basic needs, education, employment and emergency services, as needed.
▪ Initiates the civil commitment process by screening referred individuals and preparing documents required for admission to the County Attorney's Office.
▪ Provides commitment monitoring and compliance reports to County Attorney and County Court administration.
▪ Provides vulnerable adult screenings and investigations.
▪ Attends and/or testifies at court hearings.
▪ Conducts mental health informational meetings, service provider updates and seminars pertaining to new mental health programs and treatment methods.
▪ Organizes and maintains files; documents case visits, phone calls, emails and client progress in the Social Services Information System.

Knowledge, Skills and Abilities
Thorough knowledge of social, economic and health problems; thorough knowledge of the types of public assistance programs; ability to identify social problems and needs and to assess the ability of individuals and families to utilize services; ability to plan and organize work and to understand and apply laws, policies and regulations; ability to communicate and establish effective working relationships with clients, associates, other social service agencies and the public; ability to prepare technical reports and maintain records; ability to communicate ideas effectively both orally and in writing.

Education and Experience
Bachelor's degree with coursework in social work, psychology, or related field and moderate experience working with people who have mental health issues, or equivalent combination of education and experience.
Social Worker (assigned as Case Manager-Adult Mental Health)

Dept/Div: HHS  
FLSA Status: Non-Exempt

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires walking and occasionally requires standing, using hands to finger, handle or feel and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and May wear personal protective gear; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Within six months:
- MN Choice Assessors Training
- Social Work Case Management Training
- Commitment Process Training
- SSIS (computer program) Training
- DHS Trainings
- Valid driver's license.
Social Worker (assigned to Case Manager)

Dept/Div: HHS

FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate advanced human support work in the development and implementation of service plans and assistance plans, and related work as apparent or assigned. Work is performed under the limited supervision of the Social Services Supervisor and Public Health Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Conducts case evaluation for the purpose assessing problems and determining appropriate types and methods of treatment including referrals for services.
- Prepares and maintains case records that meet federal, state and local guidelines including SSIS documentation, case plans, court reports, filing and emails.
- Collaborates and coordinates with clients, other team members, medical personnel and service providers.
- Provides or assists in providing services to families involving difficult or complex social and financial problems; interprets programs to clients and refers clients to appropriate community services.
- Attends and/or testifies at court hearings.
- Participates in internal and community meetings; participates in in-service training and other staff development activities.

Knowledge, Skills and Abilities
Thorough knowledge of social, economic and health problems; thorough knowledge of the types of public assistance programs; ability to identify social problems and needs and to assess the ability of individuals and families to utilize services; ability to plan and organize work and to understand and apply laws, policies and regulations; ability to communicate and establish effective working relationships with clients, associates, other social service agencies and the public; ability to prepare technical reports and maintain records; ability to communicate ideas effectively both orally and in writing.

Education and Experience
Bachelor's degree with coursework in social work, psychology, or related field and moderate experience in social services agency, or equivalent combination of education and experience.
Social Worker (assigned to Case Manager)

Dept/Div: HHS  FLSA Status: Non-Exempt

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and tasting or smelling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Merit System Eligibility
Within one year:
  Core DHS Training
  Emergency Preparedness and Mass Dispensing
  CPR
Valid driver's license.
Support Enforcement Aide

Dept/Div: HHS
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work providing clerical and administrative support to child support officers and assisting clientele and the public with information regarding case maintenance, policy, procedures and statutes, and related work as apparent or assigned. Work is performed under the limited supervision of the Child Support Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Manages arrears caseloads to ensure information is accurate and timely including updating case information and changes in the data system, administering all available enforcement remedies, monitoring payments for correct distribution, verifying employment, filing required documents, completing location efforts for custodial and non-custodial parents, and referring cases back to child support officers for further legal remedies as needed; manages state approved arrears management strategies and reviews state data reports for compliance.

▪ Assists child support officers with their caseloads to ensure information is accurate and timely including interview scheduling, researching and providing information pertinent to policies, procedures and guidelines, filing required documents, notifying clientele of case changes and answering general questions pertaining to policies and procedures, and performing any other requested duties.

▪ Opening and processing incoming foster care and tribal intergovernmental agency cases, including creating and filing paperwork with all applicable parties, maintaining ongoing foster care placement records, and referring cases to child support officers for further legal actions.

▪ Opening and processing new county child support cases including generating, obtaining and providing all necessary paperwork to and from all parties, updating computer system with information from other interfacing financial and governmental agency systems, completing any other initial case opening tasks, and referring cases to child support officers for enforcement.

▪ Assists with administrative and clerical duties as needed including distribution and posting mail and interdepartmental mail and other duties as needed.

Knowledge, Skills and Abilities
General knowledge of child support programs and procedures; general knowledge of the principles and practices of public social service organizations; skill in verbal communication; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates, legal and court professionals and the public.

Education and Experience
High school diploma or GED and moderate experience in secretarial work, or equivalent combination of education and experience.
Support Enforcement Aide

Dept/Div: HHS

FLSA Status: Non-Exempt

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires standing, walking, sitting and speaking or hearing and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Data Privacy training
Dept. of Vehicle Services information training
Security of IRS information training
HIPAA training
New worker training program developed by the state
MN Merit System
Valid driver's license.
Fraud Prevention Investigator

Dept/Div: HHS  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled technical work conducting welfare fraud prevention activities and investigations of suspected violations under agency programs, including cash, food stamps, child care, and medical. Informs clients and the public of program regulations. Evaluates information collected and assists financial workers and collection officers in determining client error overpayment and initiating recovery, and other duties as assigned. Work is performed under the general direction of the Financial Assistance Supervisor II.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Conducts fraud prevention activities and investigations.
- Reviews and evaluates new and ongoing cases with previous inconsistencies in verification and documentation.
- Analyzes client applications, verifications, and financial records as supplied to the agency.
- Interprets and explains eligibility and reporting criteria to applicants, recipients, and the public sector as they relate to fraud.
- Assemble fraud cases for the county attorney’s office.
- Conducts administrative disqualification hearings or obtain signed waivers.
- Testify at appeal, administrative, and district court hearings.
- Notify financial worker and collection officer of case outcome and provide copy of the case disposition for the paper file, including court orders.
- Conducts investigative field work and surveillance working with other local, state or federal agencies as necessary.
- Prepares legal documents, including but not limited to memorandums of law, affidavits, administrative subpoenas, Miranda, Notice of Privacy Practices and search warrants.
- Conducts interviews and interrogation and obtains signed/sworn statements; obtains and preserves physical and documentary evidence.
- Completes civil process services for Health & Human Services that generates fraud referrals regarding issues with residency, household composition, absent parent, and the purchase and preparation of food.
- Develops and maintains a file and record system for fraud cases in four counties. Submits data to the State on each case as it is completed.
- All other duties as assigned.

Knowledge, Skills and Abilities
General knowledge of the rules, regulations and procedures of the financial assistance programs administered by the department; general knowledge of the rules and regulations and procedures of the department; general knowledge of the legal practices related to fraud investigations; ability to communicate ideas effectively both orally and in writing; ability to work independently; ability to conduct effective interviews; ability to analyze data, draw conclusions and prepare comprehensive reports; ability to establish and maintain effective working relationships with associates, court system representatives, clients and the public.

Education and Experience
High school diploma or GED and moderate experience as a financial worker, child support officer, or collection officer or related experience with additional responsibility for independently conducting investigations, determining course of action, obtaining evidence, taking signed-sworn statements and testifying in court or at hearings, or equivalent combination of education and experience. Associates/Technical degree preferred.
Fraud Prevention Investigator

Dept/Div: HHS

FLSA Status: Non-Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires standing, walking and speaking or hearing and occasionally requires reaching with hands and arms, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MN Merit System Eligibility
Valid driver's license.
Welfare Fraud Investigator

Dept/Div: **HHS**

FLSA Status: **Non-Exempt**

**General Definition of Work**
Performs intermediate skilled technical work investigating cases of suspected fraud, interviewing clients and referral parties, preparing for and testifying in court, handling agency claims, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Financial Assistance Supervisor II.

**Qualification Requirements**
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Functions**
- Conducts criminal investigations and interviews based on alleged or suspected violations of public assistance programs, laws, rules and regulations, ensuring proper application of due process principles.
- Prepares investigative reports along with accompanying exhibits and evidence in sufficient detail to pursue civil and/or criminal administration actions.
- Conducts investigative field work and surveillance working with other local, state or federal agencies as necessary.
- Prepares legal documents, including but not limited to memorandums of law, affidavits, administrative subpoenas, Miranda, Notice of Privacy Practices and search warrants.
- Prepares and handles civil cases and represents county at administrative disqualification hearings and attends criminal court proceedings as requested.
- Conducts interviews and interrogation and obtains signed/sworn statements; obtains and preserves physical and documentary evidence.
- Completes civil process services for Health & Human Services that generates fraud referrals regarding issues with residency, household composition, absent parent, and the purchase and preparation of food.
- Assists other departments and agencies with issues and joint investigations; investigates conflict of interest cases for other counties.
- Responsible for reporting suspected child protection and adult protection issues.
- All other duties as assigned.

**Knowledge, Skills and Abilities**
Thorough knowledge of the rules, regulations and procedures of the financial assistance programs administered by the department; thorough knowledge of the rules and regulations and procedures of the department; general knowledge of the legal practices related to fraud investigations; ability to communicate ideas effectively both orally and in writing; ability to work independently; ability to conduct effective interviews; ability to analyze data, draw conclusions and prepare comprehensive reports; ability to establish and maintain effective working relationships with associates, court system representatives, clients and the public.

**Education and Experience**
High school diploma or GED and moderate experience of criminal investigative experience in law enforcement with responsibility for independently conducting investigations, determining course of action, obtaining evidence, taking signed-sworn statements and testifying in court or at hearings, or equivalent combination of education and experience. Associates/Technical degree preferred with course of study on criminology, criminal justice, or related field.
Welfare Fraud Investigator

Dept/Div: HHS       FLSA Status: Non-Exempt

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires standing, walking and speaking or hearing and occasionally requires reaching with hands and arms, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MN Merit System Eligibility
Valid driver's license.
Engineering Technician

Dept/Div: Highway  FLSA Status: Non-Exempt

General Definition of Work
Performs difficult skilled technical work designing, constructing, inspecting and maintaining the County's road and bridge system, and related work as apparent or assigned. Work is performed under the limited supervision of the Technician Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Determine methods of quantity calculations and assignment of contract items of work; assures grade alignment, cross sectional and erosion control elements are properly interpreted per standard guidelines, policies and laws
- Assure preparation of right-of-way plans and documents comply with design construction limits; reviews soil and geotechnical reports for assistance in design criteria
- Participate in the inspection of complex grading, paving and bridge construction projects per standard guidelines, policies and laws; verify and enter daily work performed quantities; perform daily diary entries and weekly progress schedules
- Review weekly payroll; prepares pay estimates and review progress schedules with contractor; direct and participate in the measurement and testing of project material per contract specifications
- Represents County Engineer on construction sites; makes recommendations on change orders and supplemental agreements.
- Perform annual bridge inventory inspections/inventory; documents inspections per state and federal requirements; reports conditions to Department Engineer; serve as team leader on bridge safety inspections
- Report any accident or incident which results in property damage or personal injury; report hazards.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; general knowledge of maps; thorough knowledge of Standard Specifications for Construction; Materials Lab Supplemental Specifications for Construction; bridge/grading/paving construction plans, equipment manuals, Pine County geography, bridge inspection manuals; thorough ability to prepare daily diary, quantity diary, weekly report, Bridge Safety Inspection Report, Bituminous Plant Certification Report, Materials Certification Exceptions Summary, pile driving reports, work/change orders; general ability to operate standard office equipment, boat and vehicle; thorough ability to operate testing and surveying equipment; general knowledge of standard office software; comprehensive knowledge of Autocad Civil 3D, OneOffice Record Account, Sims Structure information management system; ability to make arithmetic computations; compute rates, ratios and percentages; knowledge of governmental accounting practices; knowledge of algebra, geometry, trigonometry, quantity and space

Education and Experience
Associates/Technical degree in Civil Engineering/Technology, or related field and extensive experience, or equivalent combination of education and experience.
Engineering Technician

Dept/Div: Highway
FLSA Status: Non-Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work has no physical activity requirements; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and Traffic and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Bituminous Plant I
Bituminous Street Level I & II
Concrete Plant I
Concrete Field Level I&II
Grading and Base Level I & II
Erosion Control Installer
Site Management
Design/Construction SWPPP
Bridge Construction I & II
Bridge Safety I & II
Valid driver's license in the State of Minnesota.
Fleet Supervisor

Dept/Div: Highway  
FLSA Status: Non-Exempt

General Definition of Work
Performs difficult skilled technical work developing specifications and purchasing vehicles and equipment; maintaining inventory; assisting with vehicle maintenance, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director/County Engineer. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Supervise and direct all County union mechanics
- Develop fleet vehicle & equipment specifications; purchase and maintain adequate levels of parts and supplies; process requisitions or major vehicle and equipment purchases; dispose of surplus vehicles per statute
- Maintain fuel inventories and record compliance with MPCA & EPA regulations for County fuel sites
- Analyze, review and assist with problematic diagnostics & repairs; manage and schedule County vehicle & equipment warranty repairs; determine the need to outsource major repairs, if so determine the appropriate vendor
- Purchase all County vehicles and equipment within budget; solicit costs on parts services and purchases of minor equipment
- Conduct daily, weekly and annual inventory counts and reconcile with inventory list
- Manage vehicle titling, registration, licensing and insurance of County Fleet and Sheriff vehicles
- Code parts & service invoices for payment; verify daily time cards and vacation requests
- Directs and assign use of all County motorized equipment

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets;

Education and Experience
High school diploma or GED and moderate experience in garage or fleet management, or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of over 100 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and frequently standing, walking and sitting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s
length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), working in high, precarious places, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration and occasionally requires working with explosives, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Special Requirements**

Commercial Motor Vehicle Inspector MN State Patrol  
MPCA Class A/B Operator - Fuel Tank Compliance  
OSHA Tire Maintenance Training  
Tier II Emergency & Hazardous Material Recorder  
State of MN Commercial Truck Inspector  
Class A/B Operator for Fuel Tank Compliance  
MPCA Tier II Reporter Training  
Annual OSHA/MSHA Training  
Attend Annual Maintenance Expo Training  
Valid commercial driver's license.
Highway Maintenance Supervisor

Dept/Div: Highway  FLSA Status: Non-Exempt

General Definition of Work
Performs difficult skilled technical work supervising work crews in the maintenance and repair of County roads, bridges and equipment, and related work as apparent or assigned. Work is performed under the general direction of the County Engineer. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Supervise personnel in the construction, repair and maintenance of County roads and right-of-ways; assign personnel to daily work activities;
- Inspect and monitor road conditions; call out crews for snow plowing and sanding based on weather conditions;
- Evaluates potential hazards to County highway maintenance personnel; ensure that highway maintenance crews comply with federal, state and County policies; ensure personnel follow safety rules and wear protective equipment; manage first report of injury and accident reports;
- Verify daily time cards are accurate; grant or deny requests for leave;
- Ensure that tools, materials and equipment are available for the maintenance, repair and construction of County roads;
- Monitor equipment usage and maintenance; wash, clean, grease and make minor repairs;
- Work directly with outside vendors and contractor for quotes and purchase of equipment;
- Respond to Sheriff's calls for road hazards and emergencies 24/7.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; thorough knowledge of maintenance manuals, engineering drawings, maps; thorough knowledge of record keeping, time cards, inventory; thorough ability to operate standard office equipment, dump/plow trucks, skid steer, laser level, motor grader, front end loader, wood chipper, four-wheel drive truck, small engine equipment; some knowledge of standard office software; ability to make arithmetic computations; knowledge of governmental accounting practices; ability to resolve disputes.

Education and Experience
High school diploma or GED and considerable experience with highway/bridge maintenance, supervision, or equivalent combination of education and experience.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and
Highway Maintenance Supervisor

Dept/Div: Highway

FLSA Status: Non-Exempt

observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts and exposure to fumes or airborne particles; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements
Gopher One Call Training
Valid commercial driver's license.
Highway Maintenance Worker

Dept/Div: Highway
FLSA Status: Non-Exempt

General Definition of Work
Performs skilled trades work maintaining County roadways to provide safe and efficient travel for the public, and related work as apparent or assigned. Work is performed under the general direction of the Highway Maintenance Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
▪ Operate heavy equipment such as loader, backhoe, skid steer, and/or motor patrol.
▪ Load, haul, and unload sand, gravel, rock etc. from truck and equipment including tandem dump truck.
▪ Perform snow plowing of County roads during winter season.
▪ Patching and crack sealing County roads, often during heavy traffic.
▪ Mow roadside ditches.

Additional duties for Highway Maintenance Workers assigned a blading district.
▪ Direct work performed and completed in assigned district including graveling, brushing, ditching, roadside mowing, and culvert installations.
▪ Efficiently assess needs in assigned district after storms for snow, ice, wind/tree damage, and flooding damage. Communicate concerns and/or deficiencies to Maintenance Supervisor.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; general knowledge of vehicle maintenance logs; general ability to operate standard office equipment; tandem and fleet trucks, front end loaders, tractors, wood chipper, chain saw equipment, skidsteer, two-way radio; some knowledge of standard office software; ability to make arithmetic computations.

Education and Experience
High school diploma or GED and moderate experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).
Highway Maintenance Worker

Dept/Div: Highway

FLSA Status: Non-Exempt

Special Requirements

MSHA Training within one year
Random Drug Testing
Safety Training
Valid commercial driver's license, tanker endorsement preferred
Mechanic

Dept/Div: Highway
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled trades work maintaining, repairing and inspecting County vehicles and equipment, and related work as apparent or assigned. Work is performed under the general direction of the Fleet Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
▪ Perform maintenance and repairs to all County vehicles and equipment; fabricate and customize parts; complete work orders and maintenance files; diagnose problems using complex scan tools; perform diagnostics and repairs on hydraulic systems including electric over hydraulic computerized sander controls
▪ Conduct mandatory commercial vehicle inspections on heavy trucks and trailers
▪ Perform field service work as required
▪ Provide input to Fleet Supervisor on vehicle and equipment conditions
▪ Performs preventive on County owned vehicles and equipment; repair malfunctioning equipment
▪ Maintains an inventory of parts and supplies; communicates with vendors and suppliers
▪ Install, removes and modifies snow plows on heavy trucks and equipment
▪ Maintain clean and organized shop and work stations; maintains shop and equipment in compliance with OSHA requirements

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; general knowledge of electrical systems, automatic transmissions, engine diagnostics, air brake inspections, and routine service and repair; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; ability to use power tools and non-powered mechanic’s tools.

Education and Experience
High school diploma or GED and moderate experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 25 pounds of force and frequent exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions and frequently sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of
measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to fumes or airborne particles, frequently requires working in high, precarious places, exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, working with explosives, exposure to vibration and wearing a self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Minnesota CMV Inspector Certificate within 6 months
OSHA/MSHA Safety Training within one year
OSHA Tire Maintenance Training within one year
CMV D.O.T. Training bi-annually
OSHA/MSHA Training annually
OSHA Tire Maintenance Training annually
Update to Diagnostic Training annually
Valid commercial driver's license in the State of Minnesota.
Office Manager - Highway

Dept/Div: Highway
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative work developing and maintaining the accounting functions of the department, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Engineer.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Oversee and operate the financial and cost accounting system for the department; provide information to staff on department policies and procedures
▪ Manage accounts payable operation; code items, interface with Integrated Financial System (IFS) through Auditor's office; balance and maintain account total; perform inventory charge-outs and coordinate year-end physical inventory counts; coordinate with Auditor's staff on financial issues
▪ Manage payroll operations; reconcile time cards in preparation of data entry; maintain employee records
▪ Manage RT Vision One Office for road projects; set-up and assist contracts in RT Vision-One Office; maintain project numbers; prepare projects for bidding process; prepare contracts and bonds; request payment for contractors from State or Federal Aid.
▪ Assist Right-of-Way Managers (ROW) organize property acquisitions; process ROW documents and legal descriptions; manage acquisition lists showing parcels and costs; generate and distribute tax form 1099S on permanent ROW acquisitions.
▪ Answer phones and direct calls; data entry; file; distribute mail; maintain office supplies; maintain databases; provide updates for the County website; interact with software providers.
▪ Prepare monthly invoice/statements to other departments, township and municipalities for accounts receivable.
▪ Maintain Phoenix software for fuel management; determine fuel tax for the Department of Revenue.
▪ Prepare an annual report of department financial activities; interact with the State Auditor and provide reports for Finance.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; general knowledge of vehicle maintenance reports, attendance records and time sheets; general knowledge of Highway Department accounting procedures; general knowledge of time sheets, permits, right-of-way acquisitions and accounting documents; general knowledge of standard office equipment; general knowledge of standard office software, project funding, Phoenix Fuel System, SA Finance, RT Vision, cost accounting/contracting management; ability to make arithmetic computations, compute rates and understand governmental accounting practices.

Education and Experience
Associates/Technical degree with coursework in Accounting or Business Management, or related field and moderate experience with accounting software, or equivalent combination of education and experience.
Office Manager - Highway

Dept/Div: Highway
FLSA Status: Non-Exempt

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires walking, speaking or hearing, stooping, kneeling, crouching or crawling and repetitive motions and occasionally requires standing, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver’s license
Public Works Director/County Engineer

Dept/Div: Highway  FLSA Status: Exempt

General Definition of Work
Performs complex advanced technical work providing overall direction, administration and management of the Public Works Division, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Serve as statutory position of County Engineer
- Serve as statutory position of County Ditch Inspector
- Develop and implement long range construction and maintenance of County highway system
- Oversee the County Survey operations
- Manage and supervise all building maintenance for all County buildings/facilities
- Manage and supervise all County fleet vehicle purchases and maintenance

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; comprehensive knowledge of State/Federal Highway Design Standards, State drainage laws, labor contracts State/Federal environmental laws; comprehensive knowledge of billing statements; thorough knowledge of governmental accounting practices; comprehensive knowledge of math/physics and engineering concepts.

Education and Experience
Bachelor's degree in Civil Engineering, or related field and extensive experience as a licensed engineer, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel and reaching with hands and arms; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Minnesota Licensed Professional Engineer
Valid driver's license in the State of Minnesota.
Right-of-Way Manager

Dept/Div: Highway  
FLSA Status: Non-Exempt

**General Definition of Work**

Performs difficult skilled technical work overseeing the acquisition of private and public land, issuing environmental permits, coordinating bridge inspections, assisting in overall administration of the Engineering Department, and related work as apparent or assigned. Work is performed under the limited supervision of the County Engineer. Continuous supervision is exercised over Sign Technician.

**Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Essential Functions**

- Manages all duties and aspects required for the acquisition of private and public lands.
- Manages all duties and aspects of the environmental permitting system.
- Assists the Public Work Director/County Engineer in the overall administration of the engineering department.
- Coordinates the proper implementation of the MNDOT bridge inspection program and MNDOT needs program.
- Manages the county highway right-of-way permitting system.

**Knowledge, Skills and Abilities**

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; general knowledge of attendance records and time sheets; thorough ability to interpret engineering plans and documents, Uniform Relocation Assistance and Real Property Acquisition policies, Minnesota rules and statutes, Minnesota DOT technical manuals, utility relocation manuals; thorough knowledge of legal documents, permits, request for proposals, storm water prevention programs, structure inspection reports; thorough knowledge of standard office equipment, engineering devices; thorough knowledge of standard office software, Autodesk computer aided design, one office highways accounting; comprehensive knowledge of Minnesota DOT Needs Program, Sims Bridge Inspection program; ability to operate a vehicle; ability to make arithmetic computations; knowledge of governmental accounting practices; working knowledge of algebra and trigonometry; ability to communicate complex engineering plans to the public.

**Education and Experience**

Associates/Technical degree with coursework in Civil Engineering Technology, or related field and extensive experience, or equivalent combination of education and experience.

**Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and frequently standing, walking and sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).
Right-of-Way Manager

Dept/Div: Highway  
FLSA Status: Non-Exempt

Special Requirements

Minnesota DOT Certified Bridge Inspection Team Leader
Minnesota DOT Certified Grading and Base Level 2
Minnesota DOT Certified Bridge Construction Level 2
Certified Design of Storm Water Pollution Prevention Plan
Minnesota DOT Needs Training
GASB - 34 Infrastructure Reporting
Minnesota DOT Re-Certification Training
Computer Aided Design Training
Minnesota DOT Structure Inspection (SIMS)
Valid driver's license in the State of Minnesota.
Sign & Traffic Maintenance Worker

Dept/Div: Highway  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled trades work maintaining signage for the County road system, and related work as apparent or assigned. Work is performed under the limited supervision of the Right-of-Way Manager.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Install, order, replace and repair all signage on the County road system; install, order replace and repair all 911 numbers and street names on the Pine County road system including state and township roads
- Physically locate all installations and emails directions/coordinates to Gopher State One Call
- Locate, fabricate and install mailboxes; order hardware and supplies
- Paint turn lanes, crosswalks, handicap parking spaces, turn arrows, railroad crossing etc.
- Provide signage information to cities, townships and County officials
- Maintain monthly and annual inventory of sign withdrawals
- Request and review quotes on signs and supplies
- Serve as primary back-up for snow-plowing during winter season.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets; thorough knowledge of Minnesota Manual on Uniform Traffic Control Devices, Standard Sign Manual, ability to operate sign truck, air post pounder, air tools, hand tools, ladders, general ability to operate standard office equipment and software, thorough knowledge of Beacon Road System; general knowledge of billing and maintaining inventory; ability to make arithmetic computations.

Education and Experience
High school diploma or GED and moderate experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms’ length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).
Sign & Traffic Maintenance Worker

Dept/Div: Highway
FLSA Status: Non-Exempt

Special Requirements
MNDOT Sign Manual Training
Gopher State One Call Training
Safety Training
Valid commercial driver's license
Survey Crew Chief

Dept/Div: Highway  FLSA Status: Non-Exempt

General Definition of Work
Performs difficult skilled technical work maintaining public survey data, inspecting projects and bridges, maintaining equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the County Surveyor. Occasional oversight is exercised over seasonal employees.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Provide direction on equipment, materials and safety requirements; prepare preliminary survey data; determine existing government points, property corners and benchmarks through research and meetings; performs survey measurements of ditches and draft government corner certificates for filing
- Communicate project survey data to inspectors; participate in field revisions
- Create reports and produce field data documentation as required
- Create computer aided drafting and design; create and maintain computer survey code system; establish computer job files; download field data and enter government landline data into CADD computers
- Create and edit computer generated survey maps; provide data to project designers and participate in final plan preparation
- Assist in annual bridge inventory inspections
- Perform minor maintenance on assigned vehicle and equipment

Knowledge, Skills and Abilities
Thorough knowledge of surveying and drafting principles and procedures, general knowledge of computer aided design, MNDOT specifications, special provisions, OSHA safety standards, environmental statements, road and bridge construction methods, inspection methods, survey and testing equipment and drafting tools and recordkeeping methods. Ability to operate survey testing equipment and drafting tools; ability to work with public; ability to conduct preliminary surveys of road construction sites

Education and Experience
Associates/Technical degree with coursework in Civil Engineering or Land Surveyor Technician, or related field and extensive experience in construction design, inspections, surveying or CADD development, or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, working with explosives and Difficult terrain; work is generally in a moderately noisy location (e.g. business office, light traffic).
Survey Crew Chief

Dept/Div: Highway
FLSA Status: Non-Exempt

Special Requirements

MNDOT Certified Technician
Continuing education towards MNDOT Technician Certification
Valid driver's license in the State of Minnesota.
General Definition of Work
Performs difficult advanced technical work providing land surveying services; overseeing the overall operations of the Department, and related work as apparent or assigned. Work is performed under the limited supervision of the County Engineer. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Oversee the surveying and mapping of property rights and boundaries; establish and preserve Public Land Survey System (PLSS) corner monuments; interpret state and federal statutes and rules governing surveying; assists with the preparation of right-of-way plans
- Consults with other governmental agencies with respect to surveys; prepares reports and correspondence; responds to concerns/complaints; prepares legal descriptions; reviews Certificates of Survey prior to filing
- Coordinate the activities of the survey crew; establish field and office policies and procedures; evaluate employee performance; enforces safety policies and practices; directs personnel selection process
- Provide professional advice to staff, elected officials and members of the public; represent the County survey matters; advise the County Planning Commission on survey related issues
- Oversee the surveying and mapping of County drainage system
- Evaluate equipment needs; research technology innovations; assists with GIS enhancements;
- Review and approve subdivision, CIC and RLS plats
- Recommends Survey Department goals and objectives

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of Minnesota statutes and federal laws relating to surveying, historical survey documents, plat maps and survey manuals; thorough knowledge of equipment manuals; thorough knowledge of highway project plans and right-of-way maps; comprehensive knowledge of plats, Certificates of Survey, PLSS Corner Certificates, performance appraisals, monthly board reports, weekly schedules, time sheets and survey records, raw data; general knowledge of standard office equipment; comprehensive knowledge of GPS base station, rover and data collector; ability to operate magnetic locator, jackhammer, rotary hammer drill, motor vehicle, ATV and snowmobile; general knowledge of standard office software; thorough knowledge of AutoCAD Civil 3D software, GPS Field computer, Active Sync, printers, plotters, MNCON Coordinator, ability to make arithmetic computations; knowledge of algebra, geometry and trigonometry; ability to understand area and space; ability to interpret the Manual of Survey Instructions; knowledge of tree species and soil types; strong oral and written communication skills.

Education and Experience
Bachelor's degree in Civil Engineering or Surveying, or related field and extensive experience as a licensed Minnesota Land Surveyor, or equivalent combination of education and experience.
Surveyor

Dept/Div: Highway FLSA Status: Non-Exempt

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions, frequently requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to vibration and difficult terrain; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Continuing Education Credits required bi-annually
Minnesota Licensed Land Surveyor
Valid driver's license in the State of Minnesota.
Technician Supervisor

General Definition of Work
Performs difficult skilled technical work providing assistance for the overall administration of the Department, managing projects, inspecting and designing County infrastructure, and related work as apparent or assigned. Work is performed under the limited supervision of the County Engineer. Divisional supervision is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Serve as division head for engineering; supervises and coordinates the activities of division staff regarding engineering, constructing, and surveying.
- Develops, maintains and schedules progress of projects and intervenes as necessary to ensure completion.
- Performs evaluation and study of strategic five-year road and bridge road program; formulates and evaluates long-term and short-term highway projects within the Engineering Division.
- Coordinates and prepares the Engineering Division budget; responsible for monitoring and approving expenditures.
- Supervises staff in the development and design of construction plans, and reviews work for compliance with appropriate standards, guidelines, policies, and engineering practices; determines right-of-way needs and reviews plans for potential mitigation of right-of-way damages.
- Supervises staff in the inspection and surveying of construction projects; serves a project manager for county construction projects; reviews time sheets, project overruns, change orders, work orders, and supplemental agreements; resolves contract claims and issues when they cannot be resolved by project inspector; negotiates with contractors, and the public for acceptable solutions to a variety of constructions related problems during the construction process.
- Directs and coordinates the selection, training and evaluations of assigned personnel; provides and coordinates staff training; provides recommendation to County Engineer regarding hiring, promotions, discipline, and termination procedures.
- Supervises and coordinate the annual county bridge inventory inspections; analyzes findings and make recommendations to the county Engineer and Township officials.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of MN DOT Design and Construction Manuals, MN Standard Specifications for Highway Construction Materials, Civil Engineering principles and practices, Highway Construction methods and equipment operations; ability to determine material qualities and quantities; comprehensive knowledge of construction and survey principles, comprehensive knowledge of implementing design criteria; comprehensive knowledge of change orders, work orders and supplemental agreements; ability to write reports and process pay estimates, thorough knowledge of standard office equipment, ability to operate material testing, surveying and inspection equipment; ability to operate vehicles; thorough knowledge of standard office software; comprehensive knowledge of Autocad Civil 3D design software, One-Office software for construction and accounting records, Proval and SIMS bridge inventory programs; ability to perform algebraic, geometric and trigonometric calculations; ability organize and prioritize work and deal constructively with staff, contractors and members of the public.
Technician Supervisor

Dept/Div: Highway

FLSA Status: Non-Exempt

Education and Experience

Associates/Technical degree with coursework in Civil Engineering Technology, or related field and extensive experience highway or bridge design, inspections, construction and/or CADD operations, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and Construction and heavy equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Bridge Safety Inspection Team Leader
Erosion Control
Site Management
Design SWPPP
Inspector/Installer Aggregate Production Level I
Bituminous Plant Level I
Concrete Plant Level I
Grading and Base Level I&II
Concrete Field Level I&II
Bridge Construction Level I&II
Bituminous Street Level I&II
CADD Training
Material and Labor Compliance Training
SIMS Bridge Inventory Training
Valid driver's license.
Appraiser

Dept/Div: Land Services  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled technical work appraising all real and personal property at market value for assessment purposes; evaluating and classifying all property for tax purposes, and related work as apparent or assigned. Work is performed under the limited supervision of the Land Services Director.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Physically review each land parcel; measure all on-site structures; review interior and exterior; value and classify real and personal property for tax purposes; collect parcel information from property owner; classify land according to use.
- Data entry of parcels physically appraised.
- Review County sales for state qualifications and work with electronic certificates of real estate value.
- Respond to detailed appraisal and classification inquiries from property owners and members of the public.
- Process property divisions with combining, splitting and deleting of real and personal property.
- Conduct reviews of local appraiser work and enter appraisal data on their behalf.
- Represent County at local Board(s) of Review meetings.

Knowledge, Skills and Abilities

General knowledge of County and department policies, practices and procedures; thorough knowledge of Minnesota State assessment laws; thorough knowledge of County assessment manual; thorough knowledge of property surveys; ability to understand timesheets, vehicle maintenance logs, spreadsheets and field cards; ability to operate motor vehicles, measuring devices and cameras; thorough knowledge of standard office equipment, hardware and software; thorough knowledge of Beacon/GIS, Landshark, Webextender, CAMA and RECAP tax system; ability to make accurate arithmetic computations; ability to be objective and courteous.

Education and Experience

High school diploma or GED and moderate experience in real estate, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires walking, sitting and reaching with hands and arms and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places and exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).
Appraiser

Dept/Div: Land Services
FLSA Status: Non-Exempt

Special Requirements

- Accredited MN Assessor license - four years after CMA
- Certified MN Assessor License - three years after hire
- 120 hours of course work per licensure
- 40 hours of continuing education every four years
- Ethics for MN Assessors every four years
- Valid driver's license.
Clerk III - Assessor

Dept/Div: Land Services  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work answering phones and assisting customers; processing homestead applications, maintaining property records and reviewing transfer documents, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Assessor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Assist the public at counter and over the phone; responds to inquiries and provides information regarding the department and department processes; receives and processes mail; order and distribute supplies; balance cash drawer monthly; scan documents for retention purposes.
- Mail, process and approve/deny homestead applications; manage homestead log for current and following year for changes in the homestead status; calculate proposed taxes for homestead vs. non-homestead property; communicate with other counties for duplicate homesteads.
- Track and mail correspondence to the public relating to property classifications and special programs.
- Provide clerical support to County and local appraisers; run reports and field cards.
- Review mailing and property address changes in the County and determine the effect on property taxes; review all property transfer documents and determine impact on property taxes.
- Enter sales information in the CAMA system and state online system; maintain property parcel records for accuracy and correct tax calculations.

Knowledge, Skills and Abilities

General knowledge of County and department policies, practices and procedures; thorough knowledge of section maps, GIS-Online mapping and plat books; general knowledge of Minnesota assessment laws and property surveys; thorough knowledge of property records, time sheets and property change log; comprehensive knowledge of the homestead log; thorough knowledge of standard office equipment and software; general knowledge of CAMA (Computer Aided Mass Appraisal) system; thorough knowledge of RECAP/Tax accounting system, Webextender, Landshark and Beacon; ability to make arithmetic computations and compute rates, ratios and percentages.

Education and Experience
High school diploma or GED and moderate experience with Microsoft Office, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Clerk III - Assessor

Dept/Div: Land Services
FLSA Status: Non-Exempt

Special Requirements
Property Tax Classification System
Valid driver's license.
Deputy Assessor
Dept/Div: Assessor FLSA Status: Exempt

General Definition of Work
Performs difficult administrative work assisting in the establishment of the proper valuation and classification of properties within the County; meeting with residents regarding their property and Minnesota property tax system, and related work as apparent or assigned. Work is performed under the general direction of the County Assessor. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Physical inspection of parcels with an emphasis in commercial/industrial & multiple family properties
- Maintenance and entry of data in Computer Assisted Mass Appraisal (CAMA) system and Tax System
- Supervision of all staff appraisers; prepare and deliver performance evaluations
- Maintain County GIS system to correct errors and update data with new parcel split/combination
- Prepare and review detailed reports for Department of Revenue, interested parties and tax payers
- Meet with interested parties and taxpayers to provide information regarding property assessment and taxes
- Process and verify sales to be used in Department of Revenue Sales Ratio Studies
- Process parcel splits/combutions and new plats
- Attend meetings as required; attends classes required for Continuing Education requirements

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; comprehensive knowledge of the Office Appraisal Manual; thorough knowledge of Minnesota Assessment laws and the Minnesota Property Tax Administrator’s Manual; thorough knowledge of property surveys and the Marshall and Swift Construction Cost Manual; thorough knowledge of field cards, maps and legal descriptions; general knowledge of timesheets and vehicle maintenance logs; ability to operate measuring devices and cameras; ability to make mathematical computations; thorough knowledge of standard office equipment and software; thorough knowledge of Computer Assisted Mass Appraisal (CAMA), Tax Collection System, GIS editing software (ArcMap), Beacon, and general knowledge of Landshark; ability to be objective and courteous.

Education and Experience
Bachelor's degree with coursework in Real Estate, or related field and moderate experience in an Assessor or Appraiser’s office, or equivalent combination of education and experience.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and speaking or hearing and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Deputy Assessor

Dept/Div: Assessor

FLSA Status: Exempt

Special Requirements
Accredited Minnesota Assessor's License
50 hours of continuing education (every four years)
Valid driver's license.
Deputy Recorder

Dept/Div: Assessor

FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work recording and preserving County documents including licenses, certificates and discharge papers, and related work as apparent or assigned. Work is performed under the limited supervision of the County Recorder/Registrar of Titles. Limited oversight is exercised over Recorder’s Clerks.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Record documents in Abstract and Torrens Departments; run daily reports for balancing/deposit process; prepare daily deposit for Recorder and zoning; verify hand written receipts with daily receipt transaction report.
- Deposit escrow funds into designated accounts when received; process fees/reactivate closed LandShark & Beacon accounts; set up new LandShark & Beacon accounts.
- Create new/cancel old Torrens Certificates of Title; perform data entry for new Torrens memorials; make any necessary corrections to Certificates per Examiner of Titles; prepare Condition of Title; prepare letters, emails and copies for Torrens
- Prepare monthly State report and internal report of marriages filed; prepare monthly invoicing for funeral homes; verify that all dates are entered into Landlink for monthly compliance report.
- Process Federal & State tax liens; check State system for Federal tax liens; process wire-in money received for invoice payments for Federal & State tax liens, e-recordings, funeral homes, etc.; contact State of Minnesota or IRS if problems with State or Federal tax liens.
- Review incoming plats received for recording; prepare file if recording or rejection sheet if rejecting; when plat is recorded, set up new plat information into Landlink system
- Perform scanning & rescanning of daily recorded Abstract & Torrens documents, rejected documents & zoning documents; verify image of scanned Abstract & Torrens documents.
- Review incoming documents received for recording in Abstract & Torrens departments, accepting for recording or rejecting; prepare rejection sheets for rejected Abstract and Torrens documents; route files to the Auditor/Treasurer; make calls to taxpayers, title companies, law firms, banks regarding rejected documents; proof read legal descriptions for zoning minor subdivisions and for Torrens certificates.
- Verify State security paper – daily and when orders are received; process birth, death, marriage & military discharge applications for copies; process marriage license applications, including those with 5-day waiver, felony name change, prison marriage, minor marriage; research historical birth, death, marriage records upon customer request; file clergy registration, notary registration & military discharge papers; update MOM’s system with marriage certificates filed.
- Instruct taxpayers and other researchers at the counter how to research our system for information; providing customer service when answering phones-answering questions/directing calls; process copy requests for land records.
- Perform data entry of grantor/grantee information; verify grantor/grantee data entry.
- Mail out completed Abstract & Torrens documents; update posting dates for Abstract & Torrens; maintain list of all recorded documents mailed out for Abstract & Torrens departments
- Perform various zoning duties – mail, filing, assist customers, scanning, prepare deposits.
Deputy Recorder

Dept/Div: Assessor  FLSA Status: Non-Exempt

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of vital statistics, plats, zoning, Torrens; thorough knowledge of standard office equipment; thorough knowledge of standard computer hardware and software; thorough knowledge of MOMS (Minnesota Official Marriage site) Landshark, Beacon, Torrens, Lighthouse, legal descriptions; ability to make mathematical computations.

Education and Experience
High school diploma or GED and moderate experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires walking and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Valid driver's license.
Security Training for Vital Records
Torrens Training
Annual Vitals Training - Minnesota Department of Health
Environmental/GIS Technician

Dept/Div: Assessor

General Definition of Work
Performs intermediate skilled technical work enforcing the County's land use regulations including zoning, shore land, solid waste, and SSTs ordinances, maintaining the County's GIS system, and related work as apparent or assigned. Work is performed under the limited supervision of the Land and Resources Manager.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Conducts pre-sale inspections of sewer systems to determine if they are conforming, non-conforming or a public health threat.
- Investigates complaints and ensures enforcement of County ordinances in coordination with the county Attorney's office.
- Conducts inspections of completed building and systems; issues permits and certificates of compliance/non-compliance.
- Conducts preliminary review of building and site plans to determine compliance with ordinances and works with customers to conform to ordinances and issue permits.
- Conducts inspections during construction and installation to monitor conformance, resolves issues and issues orders to stop work.
- Maintains the County GIS.
- Assists with the Board of Adjustment and Planning Commission, as needed, and attends meetings as directed.
- Reviews petitions for environmental assessment worksheets and/or environmental impact statements.
- Monitors grant-funded programs and prepares necessary state reports to receive grants and funds for programs as needed.

Knowledge, Skills and Abilities
Thorough knowledge of the principles and practices of environmental management; thorough knowledge of related state rules and County shoreline, SSTs, and flood plain ordinances; ability to perform computations and to make recommendations on environmental and development problems and planning; thorough knowledge of Geographic Information Systems (GIS) administration of a GIS and an associated multi-layered GIS database; thorough knowledge of GIS and associated multi-layered GIS databases; thorough knowledge of GIS concepts, theories, and applications with specific understanding of relational GIS database management systems; ability to establish and maintain effective working relations with County and other public officials as well as the public.; ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates, elected officials and the public.

Education and Experience
Associates/Technical degree with coursework in Natural Science Technology, or related field and moderate experience, or equivalent combination of education and experience.
Environmental/GIS Technician

Dept/Div: Assessor
FLSA Status: Non-Exempt

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, pushing or pulling and lifting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
MPCA on-site sewage treatment inspector certification (within one year)
Land Resources Manager

Dept/Div: Assessor  FLSA Status: Exempt

General Definition of Work
Performs difficult skilled technical work overseeing, developing, managing, and maintaining the County solid waste program, the County zoning operations, the County parks and recreation programs, County Aquatic Invasive Species program and the County GIS system, and related work as apparent or assigned. Work is performed under the moderate supervision of the Land Services Director. Limited supervision is exercised over Environmental/GIS Tech, Zoning Intern and Watercraft Inspectors.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Oversees County solid waste operations including licensing, permitting, recycling, and household hazardous waste; recommends improvements.
- Manages County flood plain management system.
- Manages the County GIS system and provides training to users.
- Serves as the County lead staff for public land use and outdoor recreation planning.
- Administers, interprets, and recommends changes to the County's shore land zoning, floodplain, solid waste, and SSTS ordinances.
- Coordinates Planning Commission and Board of Review while ensuring compliance with applicable federal, state and local ordinances and policies.
- Oversees County SSTS operations including septic system ordinances, permitting, and inspections; recommends changes and enhancements to the program.
- Oversees the preparation and/or prepares necessary state reports to receive grants and funds for programs (SSTS/SCORE/BWSR).
- Directs and/or serves as the county agricultural inspector.
- Develops and maintains a comprehensive County recreation plan, including trails and County lands intended for outdoor recreation.
- Coordinates and supervises the county Aquatic Invasive Species program.
- Serves as Zoning Administrator for purposes of state statute-rule and local ordinances.

Knowledge, Skills and Abilities
Comprehensive knowledge of Geographic Information Systems (GIS) including the management, development, and administration of a GIS and an associated multi-layered GIS database; thorough knowledge of GIS and associated multi-layered GIS databases; thorough knowledge of GIS concepts, theories, and applications with specific understanding of relational GIS database management systems; thorough knowledge and demonstrated experience of GIS project management in a multi-user enterprise environment; thorough knowledge of remote sensing including photogrammetry and digital image processing; ability to establish and maintain effective working relations with County and other public officials as well as the public.

Education and Experience
Bachelor's degree with coursework in Geography, Environmental Science, or related field and moderate experience geography, zoning, planning, environmental science, or equivalent combination of education and experience.
Land Resources Manager

Dept/Div: Assessor  
FLSA Status: Exempt

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
SSTS Inspection Certification within one year
Knowledge of MN Rules 7080
Valid driver's license.
Land Services Director

Dept/Div: Assessor

FLSA Status: Exempt

General Definition of Work
Performs difficult professional work classifying and establishing values for all County property; ensuring the accurate recording of property; facilitating policy development, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Supervises the departments of Assessor, Recorder, Planning and Zoning, and Solid Waste
- Performs the statutory duties of the County Assessor
- Performs the statutory duties of the County Recorder
- Manages County Computer Aided Mass Appraisal and GIS System
- Negotiates settlements on court petitions, or prepares for litigation with assistance of the county attorney

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of Minnesota Property Tax Administrator's Manual and Office Appraisal Manual; general knowledge of property surveys and septic designs; thorough knowledge of field cards, parcel boundaries and legal descriptions; comprehensive knowledge of time sheets; general knowledge of standard office equipment, measuring devices and cameras; thorough knowledge of standard office computer hardware and software; thorough knowledge of GIS software and Computer Assisted Mass Appraisal (CAMA) and Tax Collection System; ability to make mathematical computations and apply results.

Education and Experience
Bachelor's degree with coursework in Real Estate, Public Administration, Business or Planning, or related field and considerable experience as a department or division head of a public or non-profit agency, or equivalent combination of education and experience.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Land Services Director

Dept/Div: Assessor
FLSA Status: Exempt

Special Requirements

Accredited Minnesota Assessor (upon hire)
Senior Accredited Minnesota Assessor (within two years)
Minnesota Department of Revenue Tax Calculation Course
50 hours of continuing education (every four years)
Minnesota Property Tax Classification System
Valid driver's license.
Recorder Clerk

Dept/Div: Assessor
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative support work receiving, storing and maintaining records storage, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Recorder/Registrar of Titles.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Perform data entry functions; scans recorded documents and reports; file reports for the offices of Recorder, Assessor, Surveyor, Veteran Services, Auditor and Vital Statistics.
- Double check scanned image of daily documents for retention purposes; review incoming documents via mail and in person for recording purposes.
- Assist customers both at the counter and over the phone; assist customers with zoning questions.
- Process vital record requests and record various credentials.
- Maintain accurate counts of vital security paper.
- Prepare out-going mail for various divisions.
- Double check zoning deposit.

Knowledge, Skills and Abilities
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of the rules, regulations and statutes as they apply to the Assessor's Office; thorough knowledge of birth, death and marriage statistics; thorough knowledge of military discharges and clergy registrations; through knowledge of plat maps; thorough knowledge of invoices and receipts; thorough knowledge of grantor/grantee entry, report filing and rejection sheets; ability to operate standard office equipment including scanner; microfilm scanner and KIP - large format scanner; thorough knowledge of Minnesota Registration and Certification (MR&C), Minnesota Official Marriage Site (MOMS), LandShark, Landlink, Beacon, Torrens for property registration, cash drawer receipting, credit card processing; ability understand legal description, and make arithmetic computations and apply accounting practices.

Education and Experience
High school diploma or GED and moderate experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires standing, walking and reaching with hands and arms and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Recorder Clerk

Dept/Div: Assessor

FLSA Status: Non-Exempt

Special Requirements

Security clearance for vitals-birth and death records
MN Dept. of Health - Annual vitals training
Valid driver's license.
**Senior Property Appraiser**

**Dept/Div:** Land Services  
**FLSA Status:** Non-Exempt

**General Definition of Work**
Performs intermediate skilled technical work evaluating and classifying all County property for tax purposes; acting as lead worker for the department, and related work as apparent or assigned. Work is performed under the limited supervision of the County Assessor. Continuous supervision is exercised over all personnel within the team.

**Qualification Requirements**
*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Essential Functions**
- Physically review each land parcel manually, measuring all structures on-site
- Collect parcel information from owner; classify land according to use; review interior and exterior; value and classify real and personal property for tax purposes.
- Data entry of parcels that are physically appraised
- Review County sales for state qualification and work with electronic certificates of real estate value
- Respond to detailed appraisal and classification questions from the property owners and the public in general
- Process property divisions with the combining, splitting and deleting of real and personal property
- Conduct reviews of staff and local appraiser's work and enters appraisal data on their behalf
- Represent County at local boards of review meetings.

**Knowledge, Skills and Abilities**
Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of applicable statutes, rules and regulations; thorough knowledge of Minnesota State Assessment Laws, County Assessment Manual, property surveys; comprehensive knowledge of time sheets and vehicle maintenance logs; ability to prepare correspondence and create spreadsheets; thorough knowledge of field cards; ability to operate a vehicle, measuring devices and camera; thorough knowledge of standard office equipment and software, thorough knowledge of Beacon/GIS, Landshark, Webextender, CAMA (Computer Assisted Mass Appraisal System, RECAP/tax accounting system, ability to make arithmetic computations

**Education and Experience**
High school diploma or GED with coursework in Real Estate, Appraisals, or related field and considerable experience, or equivalent combination of education and experience.

**Physical Requirements**
This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires walking, sitting, using hands to finger, handle or feel, reaching with hands and arms and lifting and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and Dogs; work is generally in a moderately noisy location (e.g. business office, light traffic).
Special Requirements
Accredited MN Assessor License within two years
Certified Minnesota Assessor (CMA) License upon hire
120 hours of specific course work
40 hours of continuing education - every four years
Ethics of Minnesota Assessors - every four years
Valid driver's license.
Building Maintenance Supervisor

General Definition of Work
Performs difficult skilled technical work supervising building maintenance crew responsible for maintaining County facilities; managing day-to-day administrative functions of the Division, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director/County Engineer. Divisional supervision is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Develops County building maintenance services program; supervises maintenance staff in completion of tasks including carpentry work, plumbing, heating, air conditioning, ventilation, mechanical and structural upkeep of all County buildings.
- Coordinates and inspects work done by outside contractors to perform concrete, masonry, carpentry, electrical, floor covering, locksmith, plumbing, heating, air conditioning, and painting work; manages budgets and payments on multi-discipline projects.
- Establishes daily work schedules for department staff.
- Operates, inspects and repairs boilers, emergency generators and other equipment; operates climate control systems; keeps logs of equipment maintenance and repairs.
- Operates, maintains and services building security systems, including automated access control devices.
- Orders and maintains inventories of tools, equipment and supplies.
- Assists the county engineer in the preparation of the department budget.
- Analyzes and resolves work problems; assists workers in solving problems.
- Establishes safety procedures for department in cooperation with the County safety officer, and trains staff.
- Performs hiring process for department employees, trains and motivates staff, assigns tasks, and completes performance evaluations on employees.
- Approves timesheets, time off, overtime and other department scheduling events.
- Repairs and inspects electrical, air conditioning, heating, ventilations, plumbing, pneumatic controls, fires alarms, and other miscellaneous equipment.
- Provides oversight and guidance for County property grounds keeping; develops County custodial services program.
- Work with Sentence-to-Serve Crew Leader and provide limited direction as needed.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of maintenance manuals; thorough knowledge of mechanical diagrams and blueprints; general knowledge of OSHA mandated safety procedures; general knowledge of time sheets, attendance, records, performance reviews; thorough knowledge of budget preparation; ability to operate standard office equipment, vacuum, snow blower, leaf blower, drill, sawzall, floor scrubber, burnisher, electric lift; knowledge of standard office software; thorough knowledge of HVAC control program; ability to make arithmetic computations. Ability to develop and maintain effective working relationship with the Public Works Director/County Engineer, peers, subordinates, and other county staff and members of the public.

Education and Experience
Associate/Technical degree in management and supervision, finance, carpentry, plumbing & heating, mechanics or related coursework and moderate experience with HVAC systems, or equivalent combination of education and experience.
Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires standing, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Minnesota Boilers License
Boiler Training
Electrical, Plumbing and HVAC Training
Background check including fingerprinting
Valid driver’s license in the State of Minnesota.
Building Maintenance Worker

Dept/Div: Maintenance  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate semiskilled work maintaining County facilities in a clean, safe and functioning manner, and related work as apparent or assigned. Work is performed under the general direction of the Building Maintenance Supervisor or Lead Building Maintenance Worker.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Perform cleaning functions; taking out trash, sweeping, vacuuming, mopping, clean bathrooms, scrub floors
- Perform groundwork duties to include snow removal, mowing grass, pruning shrubs, sanding icy sidewalks, and other similar activities when necessary.
- Assists with county recycling program.
- Perform building maintenance functions; maintain heating and cooling system; maintain electrical system and plumbing; perform some carpentry work as necessary.
- Proactively completing routine inspections of building and grounds to ensure security and safety for employees and public. Consult with Lead Building Maintenance Worker if needed to address concerns as they arise.
- Assist with moving office equipment, furniture, and unloading deliveries as needed.
- Other duties as assigned

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of maintenance manuals, policy and procedure manuals, electrical and mechanical diagrams; ability to operate standard office equipment, vacuum, floor scrubber and boiler; general knowledge of standard office software; ability to make arithmetic calculations.

Education and Experience
High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work frequently walking, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires standing, sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).
Building Maintenance Worker

Dept/Div: Maintenance

FLSA Status: Non-Exempt

Special Requirements

Minnesota Boilers License
Background check including fingerprinting
Valid driver's license.
Lead Maintenance Worker

Dept/Div: Maintenance  FLSA Status: Non-Exempt

General Definition of Work
Performs difficult skilled technical work overseeing and maintaining County facilities; managing day-to-day administrative functions of the Division, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Maintenance Supervisor. Limited oversight is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
▪ Limited oversight of maintenance staff in completion of tasks including carpentry work, plumbing, heating, air conditioning, ventilation, mechanical and structural upkeep of buildings.
▪ Coordinates and inspects work done by outside contractors to perform concrete, masonry, carpentry, electrical, floor covering, locksmith, plumbing, heating, air conditioning, and painting work; manages budgets and payments on multi-discipline projects.
▪ Performs maintenance work as required.
▪ Operates, inspects and repairs boilers, emergency generators and other equipment; operates climate control systems; keeps logs of equipment maintenance and repairs.
▪ Operates, maintains and services building security systems, including automated access control devices.
▪ Orders and maintains inventories of tools, equipment and supplies.
▪ Analyzes and resolves work problems; assists workers in solving problems.
▪ Coordinate safety procedures for department in cooperation with the Building Maintenance Supervisor.
▪ Provides oversight and guidance for County property grounds keeping.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of maintenance manuals; thorough knowledge of mechanical diagrams and blue prints; general knowledge of time sheets, attendance records, performance reviews; thorough knowledge of budget preparation; ability to operate standard office equipment, vacuum, snow blower, leaf blower, drill, sawzall, floor scrubber, burnisher, electric lift; knowledge of standard office software; thorough knowledge of HVAC control program; ability to make arithmetic computations.

Education and Experience
High school diploma or GED and moderate experience with HVAC systems, or equivalent combination of education and experience.
Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires walking and using hands to finger, handle or feel, frequently requires standing, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Minnesota Boilers License
Boiler Training
Electrical, Plumbing and HVAC Training
Background check including fingerprinting
Valid driver's license in the State of Minnesota.
Administrative Assistant - Probation

Dept/Div: Probation
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work greeting guests in person and over the phone; processing bills and fees; providing general support to the Director and office, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Probation.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Manage the initial flow of information in/out of the department through personal face-to-face, over the telephone and electronically; discerns the purpose and necessary dissemination of information; calendars, scans and/or distributes as appropriate; provides initial information to offenders
- Enter client and case information into CSTS database/case management system; complete data entry with knowledge of standards, required timelines and proper file content; request additional file data from appropriate criminal justice partners when missing or incorrect; scan paper files for electronic file detention in CSTS; create paper files and maintains file per department record retention requirements.
- Provide fiscal management for fee collection and department expenses; collect fees, run credit card, reconcile receipt, send out past due notices and balance accounts; process invoices, create vouchers and reconcile department ledger; assist tracking budget and projects; resolve payment issues with vendor
- Greet visitors in person or over the phone; assess needs, identify safety and hazard potential, inform professional staff; defuse situations where appropriate
- Collect and exchange offender information and respond to questions from internal and external customers
- Manage collection of offender verification documents; enter data into CSTS and process accordingly; send reminder when required
- Manage and maintain proper levels of office supplies; inventory equipment; stock, maintain and order drug testing supplies
- Provide support to Director and other staff as required; take, transcribe and distribute minutes
- Assist with Case Aide duties in his/her absence as needed.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of billing statements, departmental billing, deposits and financial ledgers, revenue recapture report, comprehensive knowledge of court orders and assessments, thorough knowledge of Data Privacy Policy, thorough knowledge of billing statements and spreadsheets, general knowledge of timesheets, general knowledge of standard office equipment and credit card machines, comprehensive knowledge of Court Services, AA Warning letters; thorough knowledge of standard office equipment; thorough knowledge of standard office software, CSTS, SharpDesk, Odyssey, MRAP Picture Link; ability to make arithmetic computations; knowledge of governmental accounting practices; ability to identify potential hazards at the front desk.

Education and Experience
High school diploma or GED and moderate experience, or equivalent combination of education and experience.
Administrative Assistant - Probation

Dept/Div: Probation FLSA Status: Non-Exempt

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Criminal Justice Information System (CJIS) Certificate
CSTS
Chemical Irritant Training
Defensive Tactics/Self Defense Training
Probation Case Aide

Dept/Div: Probation
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work related to data entry for case files; providing general support to the Director and probation agents, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Probation.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Determine priorities related to data entry of case file material; interpret court data; ensure data integrity; resolve ambiguous information and compose documents as needed for offender case management.
- Evaluate compliance of low risk offenders with court ordered conditions; perform case reviews and determine when violations need to be filed with the court; compose violation reports.
- Manage CSTS database/case management system as System Administrator including user security and coordinator updates with IT Department; serve as department representative/liaison with CSTS User Group.
- Coordinate electronic monitoring program in collaboration with agents, offenders and vendor; analyze and reconcile vendor billing and track statistical data.
- Collect and exchange offender information and respond to questions from internal and external customers.
- Interview offenders to obtain necessary information and/or assist offenders as directed by or in the absence of supervising agents and work sites; develop and ensure viable work sites.
- Cover front desk/Administrative Assistant duties in his/her absence; provide of support services to Probation Agents as requested.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of court orders and assessments; thorough knowledge of Data Privacy Policy; thorough knowledge of billing statements and spreadsheets; general knowledge of timesheets; general knowledge of standard office equipment, GPS, alcohol monitors and credit card machines; knowledge of standard office software; comprehensive knowledge of Court Services Tracking System, Odyssey, Statewide Supervision System, Driver Vehicle Services, Tracker Pal, Minnesota State Statutes, Minnesota Courts Information System; ability to make arithmetic computations, knowledge of governmental accounting practices.

Education and Experience
High school diploma or GED and moderate experience in the Criminal Justice field, or equivalent combination of education and experience.

Physical Requirements
This work requires the frequent exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).
Probation Case Aide

Dept/Div: Probation  
FLSA Status: Non-Exempt

Special Requirements
Criminal Justice Information Systems (CJIS) Training
Chemical Irritant Training
Defensive Tactics/Self Defense Training
Administrative Assistant - Jail

Dept/Div: Sheriff
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work, coordinating the work of Jail Secretaries in the Jail Administration Office; coordinates the daily operations of the Jail Administration Office, preparing drafts and documents; providing assistance to the public, and related work as apparent or assigned. Work is performed under the limited supervision of the Jail Administrator or Assistant Jail Administrator. Limited oversight is exercised over Department Support Staff.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Assists in the financial operations of the jail; processes board billing, transport and other billing, invoices, cash receipts, inmate fund, bank accounts, bail, etc.
- Maintains data integrity for criminal records, inmate records, and public records; acts as system administrator for State data sites (Criminal History Records Maintenance System, Statewide Supervision System, Predatory Offender Registration, Minnesota Repository of Arrest Photos, and Livescan)
- Reviews bookings for data accuracy, researches data and corrects errors prior to posting public roster.
- Manages and troubleshoots all aspects of the Jail Management System (JMS).
- Designs, generates, utilizes, disseminates reports, spreadsheets and forms for a variety of purposes.
- Processes incoming and outgoing mail, documents, and packages.
- Creates and maintains scanned record systems.
- Orders and maintains supplies.
- Manages Sentence-to-Service/inmate worker tracking; posts crew leader schedules, tracks inmate work credits, posts inmate credits and schedules releases.
- Coordinates the daily work detail of the Jail Secretaries.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of records management practices and techniques; thorough knowledge of the rules governing the maintenance of criminal records; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to establish and maintain effective working relationships with County officials, associates and the public.

Education and Experience
Associates/Technical degree with coursework in Accounting/Finance, Business, or related field and considerable experience with progressively responsible secretarial, legal, or equivalent combination of education and experience.
Administrative Assistant - Jail

Dept/Div: Sheriff  
FLSA Status: Non-Exempt

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to toxic or caustic chemicals, work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
CJIS Certification within 6 months  
Notary Public Commission within 6 months  
DVS Access via MyBCA  
Driver and Vehicle Services Security Training  
Data and Records E-learning Module for Law Enforcement  
Minnesota Data Practices Act Training  
Supplemental Reporting System (BCA) Training  
Predatory Offender Law (MN and Federal) Training  
Department of Corrections Training  
Sworn Confidential Secretary  
Valid driver's license in the State of Minnesota.
Administrative Assistant - Sheriff

Dept/Div: Sheriff  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate administrative work assisting the Sheriff in the day to day operations of the Criminal and Civil Divisions of the Sheriff's Office, and related work as apparent or assigned. Work is performed under the limited supervision of the County Sheriff. Limited oversight is exercised over secretarial staff as needed.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Direct, assign and coordinate the work of the Sheriff's Civil Division; schedule and assign work to secretaries, civil process servers and deputies (civil process matters); review and enter civil papers received from attorneys, members of the public and government agencies; respond to inquiries from attorneys, members of the public and government agencies related to civil process policies and procedures; develop and implement Civil Division procedures in compliance with MN Statutes and Rules of Civil Procedure.

- Monitor and code timesheets for Sheriff, Dispatch and Jail employees; maintain payroll records for audit purposes; train new employees on payroll practices; review records and contract language to verify and calculate payroll; monitor personnel status changes, vacation, paid time off, salary and benefit adjustments.

- Assist in the Division's annual budget process; prepare and submit weekly vouchers for vendor payments; monitor expenditures and revenues for budget compliance.

- Assist in the hiring process of new employees; makes recommendations on hiring, discipline on personnel related matters of secretaries.

- Process permits and licenses and forward to license holders; prepare reports for BCA and manage data entry on BCA permit site.

- Serve as Data Practices Designee; respond to requests for government data; expunge data per government regulations and schedules; serve as agency administrator for Division software and web-based programs; serve as certified CJIS terminal operator; perform criminal history checks for various licenses and permits.

- Prepare and submit insurance forms for vehicle loss and coordinate damage estimates.

- Prepare deposits and receipts for various fees and donations; manage grants and assist with grant audits.

- Cross train with all areas within the Sheriff's office; serve as non-emergency switchboard for Sheriff's office and Jail during regular business hours.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of records management practices and techniques; thorough knowledge of Data Practices rules and regulations; thorough knowledge of Rules of Civil Procedure; thorough knowledge of applicable law enforcement software and websites; general knowledge of budget preparation and monitoring; ability to schedule and direct the work of those assigned; thorough knowledge of the rules governing the maintenance of criminal records; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to establish and maintain effective working relationships with County officials, associates and the public.
Administrative Assistant - Sheriff

Dept/Div: Sheriff
FLSA Status: Non-Exempt

Education and Experience
Associates/Technical degree with coursework in secretarial or paralegal training, or related field and considerable experience in a secretarial or legal setting, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Notary Public Commission within 6 months
CJIS Certification within 6 months
Driver and Vehicle Services Security Training
DVS Access via MyBCA
Data and Records Elearning Module for Law Enforcement
MN Data Practices Act Training
MN and Federal Gun Permit Law Training
Gun Permit Background Check (GPBC) Certification
Minnesota Government Access (Court) Training
Supplemental Reporting System (BCA) Training
Predatory Offender Law (MN and Federal) Training
Beacon Online Search Training
Valid driver's license.
Assistant Jail Administrator

Dept/Div: Sheriff

FLSA Status: Exempt

General Definition of Work
Performs difficult advanced protective services work assisting in the directing, supervising and coordinating the activities of the Jail and Court Security Divisions, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator. Continuous supervision is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Assists in managing the Pine County Jail.
- Assists in managing Court Security/Courthouse Security operations.
- Assists in managing personnel; training, discipline, development and coaching; assists in administering staff supervision functions; conducts hiring process; schedules work assignments; assists in establishing professional performance standards; directs evaluations of staff work performance; approves time sheets, time off hours and leave reports; assigns work to staff, training to personnel, reviews work of staff, reviews and approves reports for incidents by staff, maintains personnel files.
- Makes recommendations for hiring, discipline, promotion and accommodations; conducts hiring process; posting, assessment and interviews.
- Assists in preparation of budget for Jail.
- Assists in managing budget for Court/Courthouse security.
- Manages facility operations, repairs; oversees contracts for environmental, maintenance and kitchen appliances.
- Ensures minimum standards and compliance with applicable laws, statutes and rules.
- Maintains and reports quarterly and special activities to the Minnesota Department of Corrections; conducts yearly reports for the Department of Justice concerning jail operations.
- Coordinates transports of inmates for Jail and courts; coordinates extradition process.
- Assists in managing Jail transport fleet.
- Assists in establishing and implementing jail policy and procedures, detention security plans, ensures compliance with state and federal standards.
- Attends meetings, training, conferences and community forums as a representative of the Sheriff's Department and Jail Division.
- Analyzes and resolves operating problems as they arise.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of the security, rules, regulations and procedures of the institution; thorough knowledge of corrections practices as related to the supervision and care of jail inmates; thorough knowledge of the methods of operating two-way communications systems; thorough knowledge of the geography of the county; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior or health problems of inmates; ability to deal with the public under stressful conditions and remain calm; ability to carry out oral and written directions accurately; ability to solve problems within scope of responsibility; ability to supervise the activities of inmates; ability to prepare records and reports; ability to establish and maintain effective working relationships with associates and the public.
Assistant Jail Administrator

Dept/Div: Sheriff
FLSA Status: Exempt

Education and Experience
High school diploma or GED and considerable experience in the areas of corrections and supervision, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, Non-Lethal Weapons and Noxious Odors; work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Security procedures
Supervision of inmates
Signs of suicide risk and suicide precautions
Vulnerable inmates
Response to resistance regulations and tactics
Report writing
Inmate rules and regulations
Rights and responsibilities of inmates
Fire and emergency procedures
Key control
Interpersonal relations and communication skills
Diversity training
Right to know
Blood borne pathogens and communicable diseases
Direct supervision
Dealing with mental illness
Prison rate elimination act (PREA)
CPR
First aid
MN Department of Corrections 2911 Rules
General management
Performance reviews
Decision making processes
Labor law
Employee-management relations
Criminal justice system
Coaching and mentoring
Valid driver's license in the State of Minnesota.
Assistant Jail Programmer/Recreation Director

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate protective service work as a Corrections Officer, purchasing gym equipment and maintaining canteen items, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator. Occasional oversight is exercised over part-time recreation employees.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Participates in coordinating and supervising recreation activates for eligible inmates; provides passive and active recreational activities adhering to MNDOC 2911 rules and regulations; coordinates and schedules all jail programs.
- Trains and supervises staff who have been assigned to provide recreation opportunities in the event of the Recreation Director absence.
- Manages and coordinates the inmate canteen program; maintains a list of approved canteen items and quantities; bills inmate for canteen order requests; delivers canteen items to inmates; trains and supervises staff assigned to administer canteen in the event of an absence.
- Develops, manages and coordinates the inmate worker positions within the jail; maintains records, enrolls eligible inmates, trains inmate workers, coordinates with crew leader and calculates outdate for the inmate workers.
- Conducts pre-incarceration interviews, completes sentence calculations and enters them in the Jail Management System, drafts warrant requests, manages work lease for inmates.
- Maintains and coordinates all GPS monitoring for eligible inmates on the Huber work release program or court ordered house arrest.
- Acts as corrections officer; provides security for the jail by controlling the entrances and exits to the outer and inner perimeter of the jail; maintains a healthy, safe, and secure environment for inmates, staff and the community.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of the philosophies, principles and practices of modern penology with emphasis on rehabilitation guidance and counseling in a correctional institutional setting; general knowledge of the principles and techniques of recreation in an institutional setting; general knowledge of a wide variety of group recreational and athletic activities; general knowledge of basic human psychology; ability to detect the early symptoms of common health problems; ability to establish and maintain effective working relationships with Federal, State and City agency representatives, community leaders, jail staff and subordinates; ability to prepare records and reports.

Education and Experience
High school diploma or GED and moderate experience, or equivalent combination of education and experience.
Assistant Jail Programmer/Recreation Director

Dept/Div: Sheriff
FLSA Status: Non-Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently standing, walking and speaking or hearing and occasionally requires sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Security procedures
Supervision of inmates
Signs of suicide risk and suicide precautions
Vulnerable inmates
Response to resistance regulations and tactics
Report writing
Inmate rules and regulations
Rights and responsibilities of inmates
Fire and emergency procedures
Key control
Interpersonal relations and communication skills
Diversity training
Right to know
Blood borne pathogens and communicable diseases
Direct supervision
Dealing with mental illness
Prison rate elimination act (PREA)
CPR
First aid
MN Department of Corrections 2911 Rules
General management
Performance reviews
Decision making processes
Labor law
Employee-management relations
Criminal justice system
Coaching and mentoring
Valid driver's license.
Chief Deputy Sheriff

Dept/Div: Sheriff                   FLSA Status: Exempt

General Definition of Work
Performs difficult advanced protective services work assisting with the day-to-day administration of the Sheriff's Office, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Sheriff. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Assists with directing the operations of the Sheriff's Office; supervises Deputies, Sergeants and Investigators, manages the hiring of new employees, employee discipline issues, payroll, and orders equipment.
- Reviews reports and calls for service; acts as liaison to the County Attorney's office for all court notices, follow-up requests and case outcomes and manages civil process papers.
- Attends County Board meeting, City Council meeting and various committee meetings.
- Works with the Sheriff to establish and updates policy and procedures for the office.
- Oversees all day to day operations in lieu of the Sheriff; is available 24/7/365 for all department issues.
- Responds to all major incidents within the County.
- Locates, sets up and assigns training for staff.
- Monitors, analyzes and assists with the budget process; monitors and negotiates contracts with vendors.
- Oversees SWAT Team, Search and Rescues, Water Patrol, ATV and Snowmobile.

Knowledge, Skills and Abilities
Comprehensive knowledge of law enforcement methods, practices and procedures; thorough knowledge of the geography of the County and location of important buildings; thorough knowledge of the rules and regulations of the Sheriff's Office; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to command the respect of officers and to plan, assign and supervise their work; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle; ability to deal courteously, firmly and tactfully with the public under stressful situations; ability to establish and maintain effective working relationships with associates.

Education and Experience
Associates/Technical degree with coursework in Criminal Justice, Law Enforcement, or related field and extensive experience, or equivalent combination of education and experience.
Chief Deputy Sheriff

Dept/Div: Sheriff  FLSA Status: Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions, frequently requires standing, walking, sitting and climbing or balancing and occasionally requires stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and working with explosives; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Peace Officers Standards and Training License
First Aid/CPR
Advanced Supervision and Management Training
Advanced Investigative Case Management Training
Special Weapons and Tactics
Firearm Training
BCA/CAD Mobile Access
Emergency Management Training
Field Training Officer Training
Emergency Medical Responder
Valid driver's license in the State of Minnesota.
Corrections Officer

Dept/Div: Sheriff
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate protective service work maintaining safety and security of inmates and members of the public when transporting inmates; preparing required paperwork, and related work as apparent or assigned. Work is performed under the limited supervision of the Jail Administrator.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Provides security for the jail by controlling the entrances and exits to the outer and inner perimeter of the jail; maintains a healthy, safe, and secure environment for inmates, staff, and the community; supervises and/or assists with the completion of general cleaning and light maintenance; supervises the cleaning and sanitation of inmate housing units; provides inmates with clothing, bedding and hygiene products as per departmental guidelines; monitors inmate movement and activities throughout the facility.
- Processes all adult and juvenile arrests; conducts proper searches, personal data collection, medical screening, property inventory, fingerprinting, photographing, classification, housing assignment and other requirements.
- Provides supervision of all inmates; handles inmates questions, concerns and complaints, grievances, violations; transports and escorts inmates to and from court, other agencies, and medical appointments.
- Generates and maintains all required documentation and reports regarding inmates.
- Conducts random security checks, shakedowns, searches, perimeter checks and inspections.
- Collects and receipts cash bail, fines, Huber fees, deposits to inmate accounts, booking fees and various co-pays.
- Maintains cortication for medication deliver; assists with verification, ordering, logging, and inventory control of all medications.
- Performs proper and proficient use of all safety, security, and emergency equipment.
- Orders and distributes all meals.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of court calendars, courtroom papers and warrants; general knowledge of time sheets and report writing; general knowledge of standard office equipment; thorough knowledge of law enforcement practices and procedures, courtroom electronics, 2-way radios, restraints and restraint chairs; general knowledge of standard office software; ability to make arithmetic calculations; ability to read body language as a predictor of possible problems, ability to intervene on short notice in hazardous situations using verbal commands or physical force.

Education and Experience
High school diploma or GED and moderate experience related to corrections, or equivalent combination of education and experience.
Corrections Officer

Dept/Div: Sheriff
FLSA Status: Non-Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, frequently requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires standing, walking, climbing or balancing and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Security procedures
Supervision of inmates
Signs of suicide risk and suicide precautions
Vulnerable inmates
Response to resistance regulations and tactics
Report writing
Inmate rules and regulations
Rights and responsibilities of inmates
Fire and emergency procedures
Key control
Interpersonal relations and communication skills
Diversity training
Right to know
Blood borne pathogens and communicable diseases
Direct supervision
Dealing with mental illness
Prison rate elimination act (PREA)
CPR
Valid driver's license in the State of Minnesota.
Court Security Officer

Dept/Div: Sheriff  FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate protective service work providing security and protection to courtrooms, court personnel, inmates and civilians, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator or designee.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Maintain courtroom security and enforce policies and procedures; take individuals into custody when required.
- Escort in custody inmates for court hearings; check individuals in for court.
- Collect, pass, verify, serve and check warrants.
- Perform perimeter checks; investigate and resolve disturbances; escort visitors to judge's chambers.
- Identify and schedule daily calendar needs; recommend staffing levels due to scheduling changes; assess calendar to recommend courtroom coverage.
- Search courtrooms, jury room, Judges Chambers and hallways daily.
- Maintain and operate metal detector when required.
- Assist prisoner transports to other counties when there is no court in Pine County.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of court calendars, courtroom papers and warrants; general knowledge of time sheets and report writing; general knowledge of standard office equipment; thorough knowledge of law enforcement practices and procedures, courtroom electronics, 2-way radios, restraints and restraint chairs; general knowledge of standard office software; ability to make arithmetic calculations; ability to read body language as a predictor of possible problems, ability to intervene on short notice in hazardous situations using verbal commands or physical force.

Education and Experience
High school diploma or GED and coursework in law enforcement or criminal justice or minimal experience working in security related positions, or equivalent combination of education and experience.

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking, sitting, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).
Court Security Officer

Dept/Div: Sheriff

FLSA Status: Non-Exempt

Special Requirements

CPR/First Aid/AED Training
Taser, Chemical, Use of Force, Handcuff and Inmate Rights Training
Emergency Procedures Training
Radio Communication Training
Interpersonal Communications (IPC) Training
Personal Protection Equipment Training
Security Policy and Procedure Training
Valid driver's license in the State of Minnesota.
Deputy Sergeant

General Definition of Work
Performs difficult protective service work patrolling assigned areas, supervising deputies and assisting with the overall operations within the patrol district, and related work as apparent or assigned. Work is performed under the general direction of the Chief Deputy Sheriff. Continuous supervision is exercised over Deputies and Investigators.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Patrol assigned areas to enforce laws and regulations to provide security and to detect violators; investigate complaints and domestic disputes requiring the presence of an officer, decides if any violation of laws have taken place; conducts arrests, searches, surveillance, and gathering evidence; investigates accidents, administers first aid, conducts investigations, gathers evidence and completes interviews.
- Investigate reports of mentally ill or intoxicated persons for their safety, transport to detox or medical facility when needed; investigate complaints from the public, inspects equipment and appearance of district officers.
- Investigate death scenes in the county and serve as Deputy Medical Examiner; identify deceased and secure crime scene and property; investigate, photograph, examine, and write narrative description of postmortem crime scene; locates and notify next of kin.
- Prepare reports and forms such as Offense Reports, supplemental reports, accident reports, corner reports, tow sheets, 72 hour holds.
- Serve legal papers such as summons and subpoenas, warrants, OFP's, HRO's.
- Participate in decisions regarding hiring promotion and evaluation of subordinates, assess training needs; evaluate employee performance and recommends/conducts performance and coaching forms.
- Provide direction and consultation to subordinates on technical or procedural matters, interpreting laws, policies or procedures for staff, analyze district or unit operations; conduct inspections and review internal reports to ensure operational efficiency and compliance with State and Federal Laws, departmental policies and other relevant regulations and rules.
- Schedule or monitor of scheduling of personnel to ensure proper coverage.
- Maintain liaison and working relationships with other law enforcement agencies, county departments, school districts, communities, business leaders, and other governmental organizations to ensure coordinated work efforts are maintained and quality service is provided to the public; represents the Pine County Sheriff's Office at meetings/conferences with neighborhood groups, government officials, civic organizations and other law enforcement agencies. Communicates with citizens and responds to concerns by phone or in person.
- Assist deputies with case management if necessary; provides specific work direction to reach goal of submitting timely, complete and accurate reports; assist deputy with developing priorities as needed.
- Assist in county search, rescue, and recovery operations over a wide area, sometimes involving rugged terrain and difficult weather conditions.
- Maintain patrol vehicles, issued equipment and firearms, in a clean and effective operating order.
- May establish protocol to enlist outside law enforcement entities; i.e. bomb squad, ERT, State Patrol, BCA including outside personnel; possesses competencies needed to write, execute and approve search warrants appropriately refers cases to investigation; work as a peer with all investigators to determine course of action on identified cases for investigation.
- Clearly and appropriately delegate both routine and important tasks and decisions; communicate clear expectations for delegated tasks; broadly share both responsibility and accountability.
Deputy Sergeant

Dept/Div: Sheriff  
FLSA Status: Non-Exempt

- Participate as a member of divisional management team, establishes goals and objectives and develops plans to carry them out; make recommendations for improvement of departmental functions and services.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of Minnesota Criminal and Traffic Code; comprehensive knowledge of emergency responder skills and treatment, advanced investigation skills and case management; comprehensive knowledge of search warrants, offense reports, supplemental reports, scheduling, performance evaluations, medical examiner reports, accident reports; ability to operate squad car, water patrol boat, ATV, snowmobile, firearms, baton, mace, Taser radio. Comprehensive knowledge of Computer Aided Dispatch system, Shield (reports and data entry), BCA accident report for and private data access, ability to make arithmetic calculations, gram and kilogram conversion; ability to comprehend financial reports and bank statements; ability to remain courteous, analyze situations quickly, communicate effective both orally and in writing; knowledge of standard office equipment, computer hardware and software.

Education and Experience

Associates/Technical degree in law enforcement or criminal justice, or related field and considerable experience law enforcement, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; frequently requires standing, walking, sitting and climbing or balancing and occasionally requires stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms’ length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR Certification  
Peace Officers Standards and Training (POST) License  
Emergency Medical Responder  
Advanced Supervision and Management Training  
Advanced Investigative Case Management Training  
Special Weapons and Tactics  
Firearm Training  
BCA/CAD Mobile Access  
Emergency Management Training  
Field Training Officer Training  
Valid driver’s license in the State of Minnesota.
Deputy Sheriff

Dept/Div: Sheriff  FLSA Status: Non-Exempt

General Definition of Work
Performs difficult advanced protective services work patrolling the County to preserve law and order, investigating crimes and accidents, writing reports, serving legal papers, and related work as apparent or assigned. Work is performed under the limited supervision of the Sergeant, Chief Deputy and Sheriff.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Operates patrol vehicle; observes violations of traffic laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints.
▪ Enforces traffic laws; issues citations for traffic violations; performs radar enforcement, DWI checks, traffic control, motorist assists, etc.
▪ Serves warrants, summons, subpoenas and civil process papers.
▪ Makes arrests, forcibly if necessary; transports suspects to the jail.
▪ Investigates crime and accident scenes; gathers evidence; takes victim and witness statements.
▪ Operates computer to run checks, criminal histories, missing persons checks, etc.
▪ Prepares and maintains a variety of records and files and prepares crime, accident and other reports.
▪ Performs a variety of special tasks and duties such as court security, prisoner transport, or other special assignments as qualified and assigned.
▪ Ensures vehicle and equipment are in proper working order.
▪ Performs related tasks as required.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; General knowledge of law enforcement methods, practices and procedures; general knowledge of the geography of the County and location of important buildings; general knowledge of the rules and regulations of the Sheriff’s Office; ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports; ability to deal courteously, firmly and tactfully with the public under stressful situations; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms, chemical agents, weapons of defense and the operation of a motor vehicle; ability to establish and maintain effective working relationships with associates.

Education and Experience
Associates/Technical degree with coursework in Sociology, Psychology, Criminal Justice, Law Enforcement, or related field, or equivalent combination of education and experience.
Deputy Sheriff
Dept/Div: Sheriff  FLSA Status: Non-Exempt

Physical Requirements
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires standing, walking, sitting, climbing or balancing and tasting or smelling and occasionally requires stooping, kneeling, crouching or crawling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Peace Officers Standards and Training (POST) License
Emergency Medical Care
CPR
Pursuit Intervention Tactics
Standardized Field Sobriety Testing
Special Weapons and Tactics
Firearms
Federal Emergency Management
BCA Mobile Access
Valid driver's license in the State of Minnesota.
Dispatcher

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate technical work dispatching all police, fire, EMS emergency and non-emergency calls within Pine County, and related work as apparent or assigned. Work is performed under the limited supervision of the Dispatch Supervisor.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Answers all 911 emergency and non-emergency calls in the County Dispatch Center.
- Creates calls for service in the CAD (computer aided dispatch) system and determines their level of priority for dispatch.
- Dispatches police, fire, ambulance, and/or air ambulance serves.
- Assists officers with running license plates, driver’s licenses, warrants check, probation checks and criminal histories.
- Confirms any outstanding warrants with the appropriate agencies and alerts officers and jail staff.
- Monitors all frequencies on the 800-megahertz radio system and relays information to officers and other agencies as needed; maintains radio contact with all deputies, fire, EMS and other law enforcement personnel such the state patrol, DNR and neighboring counties.
- Enters warrants, missing persons and stolen goods into the National Crime Information Center (NCIC); enters warrants, stolen goods into the Pine County records management system (RMS).
- Assigns E911 addresses when requested by citizens of Pine County; records 911 calls when requested by deputies, secretaries and the county attorney.
- Performs monthly Civil Defense Siren Testing and testing of the Pine County Emergency Paging System.
- Runs criminal history inquiries, through the BCA, for new permit to purchase and permit to carry guns and renewals.
- Monitors cameras, access doors, and panic alarms for the Pine County Courthouse premise; maintains and updates the 911 phone system.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of map reading and interpretation, CAD documenting, thorough of standard office equipment, Armer radio 800 megahertz radio system, Sentinel 911 phone system; general knowledge of standard office software, Beacon, Odyssey (court software) thorough knowledge of Computer Aided Dispatch (CAD) software, Records Management System (RMS) software, PsPortals (browser based public safety program (BCA); ability to make arithmetic calculations; ability to type minimum of 40 wpm; ability to speak clearly and concisely; ability to follow oral and written instructions; ability to remain calm under pressure; ability to deal with individuals experience stress or trauma; ability to multi-task; general knowledge of Minnesota Offense Code.

Education and Experience
High school diploma or GED and minimal experience in an office/clerical, customer services, communication or law enforcement setting, or equivalent combination of education and experience.
Dispatcher

Dept/Div: Sheriff  
FLSA Status: Non-Exempt

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and pushing or pulling; work requires close vision and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Bureau of Criminal Apprehension (BCA) Certificate
General Definition of Work
Performs difficult protective service work investigating crimes, preparing reports, executing warrants and subpoenas, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Deputy. Occasional oversight is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Performs investigative work involving felonies, gross misdemeanors and misdemeanors; conducts follow-up investigations as necessary, using both reactive and proactive methods.
- Organizes information to maintain records and prepares detailed, complete, clear and concise reports.
- Prepares and executes search warrants and subpoenas; provides expert testimony to the court; works with the County Attorney's office through the processes.
- Collects, preserves and submits evidence to the state crime lab from crime scenes including photographs, DNA and fingerprints.
- Interviews child victims of sexual and physical abuse through the forensic interview process; performs and oversees forensic electronic device examinations as required.
- Manages, controls, directs and supervises deputies and other subordinates at crime scenes; controls the custody and treatment of prisoners and their property.
- Maintains the database for predatory offenders and coordinates with the BCA to maintain accurate records for each individual as well as locate non-compliant offenders.
- Patrols the County and responds to general calls for service at the direction of the Sheriff.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of search warrants and subpoenas, excel spreadsheets involving timesheets and scheduling, State of Minnesota Criminal History Reports, Minnesota Criminal Statutes, crime scene diagram and mapping software, forensic evidence software; comprehensive knowledge of case/records management report system - Shield, State Accident Report, Medical Examiner Reports; ability to operate patrol vehicles, snowmobiles, firearms, patrol boats, emergency vehicles; comprehensive knowledge of recording devices, covert surveillance systems, GPS devices, cell phones, laptop computers, mapping software; ability to make arithmetic computations, ability to convert grams, kilograms and ounces, ability to read financial reports, bank statements, deposits and audits; ability to remain tactful and courteous in stressful conditions; ability to analyze situations; ability to communicate effectively both orally and in writing.

Education and Experience
Associates/Technical degree with coursework in Criminal Justice or Law Enforcement, or related field and considerable experience as a patrol officer, or equivalent combination of education and experience.
Investigator

Dept/Div: Sheriff
FLSA Status: Non-Exempt

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires using hands to finger, handle or feel and reaching with hands and arms, frequently requires sitting and speaking or hearing and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

CPR Certification
Peace Officers Standards and Training (POST) License
Emergency Medical Responder
Advanced Supervision and Management Training
Advanced Investigative Case Management training
Special Weapons and Tactics
Firearms Training
BCA/CAD Mobile Access
Emergency Management Training
Field Training Officer Training
Forensic Interview Training
Interrogation and Interview Training
Crime Scene Processing
Valid driver's license in the State of Minnesota.
Jail Administrator

Dept/Div: Sheriff  
FLSA Status: Exempt

General Definition of Work
Performs complex advanced protective services work developing policies and procedures; coordinating and supervising all aspects of the Jail Division operations, Court Security, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Sheriff. Departmental supervision is exercised over all personnel within the Jail.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Maintains a safe and secure environment for inmates, staff, vendors, volunteers, and visitors to the facility.
- Establishes and implements jail policy and procedures; establishes detention security plans; maintains compliance with state and federal standards.
- Manages personnel; hiring, training, discipline, development, and coaching; administers staff supervision functions (schedules work assignments, establishes professional performance standards, directs evaluations of staff work performance).
- Coordinates jail services with criminal justice agencies (sheriff, courts, county attorneys, state/county probation, HHS).
- Directs and administers support, contracted services (medical services, food service, maintenance, security).
- Analyzes and resolves operating problems as they arise; verifies and monitors effectiveness of jail services.
- Approves leave reports, vacations, sick leave, comp hours, shift bidding and vacation bidding.
- Produces and distributes periodic reports to the Sheriff, County Administrator and MN Department of Corrections regarding jail activities.
- Directs the coordination of transport services related to jail and courts for both criminal and civil cases.
- Directs the administration of the county sentence to service program.
- Attends meetings, training, conferences, community forums as a representative of the Sheriff's Department and Jail Division.

Knowledge, Skills and Abilities
Comprehensive knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of the security, rules, regulations and procedures of the institution; thorough knowledge of corrections practices as related to the supervision and care of jail inmates; thorough knowledge of the methods of operating two-way communications systems; thorough knowledge of the geography of the county; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior or health problems of inmates; ability to deal with the public under stressful conditions and remain calm; ability to carry out oral and written directions accurately; ability to solve problems within scope of responsibility; ability to supervise the activities of inmates; ability to prepare records and reports; ability to establish and maintain effective working relationships with associates and the public.

Education and Experience
Associates or Technical degree in Criminal Justice and extensive experience in corrections and supervision, or equivalent combination of education and experience.
Jail Administrator

Dept/Div: Sheriff

FLSA Status: Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Security procedures
Supervision of Inmate
Signs of suicide risk and suicide precautions
Vulnerable inmates
Response to resistance regulations and tactics
Report writing
Inmate rules and regulations
Rights and responsibilities of inmates
Fire and emergency procedures
Key control
Interpersonal relations and communication skills
Diversity training Right to know
Blood borne pathogens and communicable diseases
Direct supervision
Dealing with mental illness
Prison rape elimination act (PREA)
CPR
First aid
MN Department of Corrections 2911 Rules
General management
Performance reviews
Decision making processes
labor law
Employee-management relations
Criminal justice system
Coaching and mentoring
Valid driver's license in the State of Minnesota.
Jail Matron Officer

Dept/Div: Sheriff  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate human support work maintaining safety and security for the inmates and the public, when transporting inmates to other facilities and jail, and related work as apparent or assigned. Work is performed under the limited supervision of the Administrator - Jail.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Assists with transports of inmates to and from jails, prisons, court, hospitals, dentists, and documentation of transports and solo transports of inmates.

▪ Assists in transports from mental health units in hospitals to court and to regional treatment centers.

▪ Assists other corrections officers in the jail with pat searches, showering new arrests, filling out behavioral inmates sheets, assists in inmate fights, pucks up medication for nurses; assists with ambulance transports of inmates.

▪ Maintains court security; operates metal detector; maintains security for jurors and courts acts as liaison between judges and defendants in court.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of transport processing, behavioral sheets and transport book log; general knowledge of standard office equipment; thorough knowledge of transport vehicles and metal detectors; ability to make arithmetic calculations; ability to read body language as a predictor of possible problems, ability to intervene on short notice in hazardous situations using verbal commands or physical force.

Education and Experience
High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 100 pounds of force; work regularly requires standing, sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires walking, climbing or balancing and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles and wearing a self contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).
Jail Matron Officer

Dept/Div: Sheriff
FLSA Status: Non-Exempt

Special Requirements
Training: Taser Chemical; CPR/First Aid; Use of Force; Court Security Training; Interpersonal Communication Skills; DOC On-line Training
Valid driver's license.
Jail Sergeant

Dept/Div: Sheriff  FLSA Status: Non-Exempt

General Definition of Work
Performs difficult protective service work supervising and coordinating staff of the Pine County Jail; performing the functions related to the care, custody and discipline of inmates, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator. Continuous direction is exercised over Corrections Officers.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Ensures the safety and security of all inmates, staff and public volunteers within the County jail.
▪ Controls inmates by performing routine facility checks and conducting head counts.
▪ Schedules and revises schedules to ensure proper staffing; delegates weekly work assignments for staff based on staff training and performance.
▪ Supervises Jail Facility daily operations, maintenance, safety and security measures for effectiveness and adherence to Pine County jail policy and procedures; recommends revisions in policy and procedures as needed; provides recommendations to jail administration in preparing and reviewing budgets; attends Jail administration meetings monthly.
▪ Supervises the training and instructing of new staff; supervises and coordinates the required annual training plan for jail operations; performs staff evaluations; administers promotions and disciplinary actions.
▪ Supervises the custody of inmates as directed by proper authority; responsible for coordinating and/or transporting them to and from their place of custody and/or confinement; controls inmates by performing routine facility checks and conducting head counts.
▪ Responds to and resolves all medical incidents, and all major and minor violations inside the jail; investigates incidents, reviews and provides approval of all incident reports; prepares and delivers incident de-briefings.
▪ Reviews inmate disciplinary actions and inmate administrative segregation documents; resolves grievances officially filed by inmates, following Jail procedures in the Inmate Handbook.
▪ Monitors all video surveillance inside the jail; monitors and reviews inmate outdates and implements changes, as needed; monitors all Jail program services and Jail visitations.
▪ Performs other delegated duties and responsibilities as needed and assigned by Jail Administration.

Knowledge, Skills and Abilities
Thorough knowledge of the security, rules, regulations and procedures of the institution; thorough knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; general knowledge of evacuation and fire policies and procedures; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to detect the early symptoms of common health problems; ability to carry out oral and written directions accurately; ability to supervise the activities of large groups of inmates; ability to operate personal computer and appropriate software packages; ability to prepare records and reports; ability to establish and maintain effective working relationships with associates, inmates and the general public.

Education and Experience
High school diploma or GED and considerable experience in a correction facility environment, or equivalent combination of education and experience.
Jail Sergeant

Dept/Div: Sheriff
FLSA Status: Non-Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR & First Aid Certification
Taser X-26 & Chemical Irritant Certification
Within 6 months:
Medical Training
Technical Skills Training
Physical Skills Training
Equipment Training
Minnesota Department of Corrections Training
Valid driver's license in the State of Minnesota.
Lead Court Security Officer

Dept/Div: Sheriff

General Definition of Work
Performs intermediate protective service work providing security and protection for the courts, officials, jurors, witnesses, civilians and incarcerated individuals; directing court security officers, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator. Limited oversight is exercised over part-time court security officers.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Maintains Courtroom security and enforcement of policies and procedures and communicates concerns and changes to Assistant Jail Administrator.
- Brings individuals into custody as required.
- Works with scheduling and identifying daily calendar needs, recommending staffing levels, and assigning coverage for each courtroom daily.
- Escorts inmates for court hearings; check people in for court.
- Processes paperwork; collects, passes, verifies, serves and checks warrants.
- Provides general Courthouse security, checking on disturbances, escorting visitors and law enforcement to Judges chambers; perimeter checks.
- Searches courtrooms, jury rooms, and Judges chambers daily.
- Assists prisoner transports to other counties.
- Initial and ongoing staff training.
- Maintains, sets-up and operates metal detector when required.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of court calendars, courtroom papers and warrants; general knowledge of time sheets and report writing; general knowledge of standard office equipment; thorough knowledge of law enforcement practices and procedures, courtroom electronics, 2-way radios, restraints and restraint chairs; general knowledge of standard office software; ability to make arithmetic calculations; ability to read body language as a predictor of possible problems, ability to intervene on short notice in hazardous situations using verbal commands or physical force; ability to coordinate and oversee the work of others.

Education and Experience
High school diploma or GED and moderate experience, or equivalent combination of education and experience.
Lead Court Security Officer

Dept/Div: Sheriff

FLSA Status: Non-Exempt

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/First Aid/AED Training
Taser, Chemical, Use of Force, Handcuff and Inmate Rights Training
Emergency Procedures Training
Radio Communications Training
Interpersonal Communications Training
Personal Protective Equipment Training
Security Policy and Procedure Training
Valid driver's license.
Lead Dispatcher

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate technical work dispatching police, fire and EMS personnel within Pine County, and related work as apparent or assigned. Work is performed under the limited supervision of the Office Manager. Limited oversight is exercised over Dispatchers.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Answers 911 emergency and non-emergency calls; dispatches police, fire, ambulance and air-ambulance throughout the county; monitors all frequencies on the 800-megahertz radio system and relay information as necessary; creates calls for service in the CAD dispatch system and determine levels of priority.

▪ Assist with the day to day operations of the dispatch center; create and maintain shift schedules; reviews time sheets; assists with required in the hiring process; assist with training and ongoing coaching of dispatch staff on policies and procedures; assure compliance with policies and best practices; assist with training new employees when required.

▪ Confirms outstanding warrants and alert officers and jail staff; enters warrants, missing persons, stolen items and prepares reports for the National Crime Information Center (NCIC) and the Pine County Records Management System (RMS).

▪ Maintains files, orders and warrants; maintains NOTEQ within the CAD system; assigns E-911 addresses when requested; enters property value/codes on burglaries and forwards to the state; monitors cameras and access doors and panic alarms.

▪ Performs criminal history inquiries; updates common place/premise information in CAD; maintains contact information with utilities, city, township and related entities.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of map reading and interpretation; thorough knowledge of CAD and the documentation of information for legal practices and purposes; thorough knowledge of 800 megahertz radio system and Sentinel 911 phone system; thorough knowledge of CAD, RMS, PsPortal, Beacon and Odyssey software; ability to make arithmetic computations; ability to remain calm and deal with residents who are experiencing various levels of stress and trauma; general knowledge of Minnesota Offense Code and Minnesota State Statutes; ability to establish and maintain effective working relationships with associates, inmates and the public.

Education and Experience
High school diploma or GED and moderate experience in an office, customer service or law enforcement setting, or equivalent combination of education and experience.
Lead Dispatcher
Dept/Div: Sheriff  FLSA Status: Non-Exempt

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and pushing or pulling; work requires close vision, distance vision and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements
Bureau of Criminal Apprehension Certificate within 6 months
Office Manager - Sheriff

Dept/Div: Sheriff

FLSA Status: Exempt

General Definition of Work
Performs difficult administrative work managing three District Offices, and related work as apparent or assigned. Work is performed under the general direction of the Sheriff. Continuous supervision is exercised over those assigned.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Manages inventory of all three Sheriff’s offices; orders all office supplies; manages budget for supplies; manages cell phone/air card account for Sheriff’s office and jail staff.
- Assists with scanning of criminal complaints/denials from the prosecuting attorney and provides copy to Sheriff.
- Runs Sheriff’s blotter reports; removes confidential information and emails to local media for their publication.
- Attends meetings and serves on various boards as a Board Member or Liaison for the Sheriff’s office. Acts as the Volunteer Reserves (Posse) Program Coordinator; recruits, manages and trains over 30 volunteers in the Volunteer in Police Service Program.
- Assists Administrative Assistant with confidential matters for internal affairs; researching, composing letters, transcribing statements, and interviews.
- Assists with hiring process for deputies/investigators; researching, filing, mailing, interviewing and establishing guidelines for hiring.
- Establishes and maintains consistency between all three district secretaries and administrative assistant by establishing procedures for each district, and monthly meetings for records staff.
- Manages and orders deputy/investigators supplies as needed for each office.
- Assists records staff with daily operations when needed; answers customer requests for records, information for the jail, answers administrative phone lines and public questions, and handles incoming and outgoing mail.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of records management practices and techniques; thorough knowledge of the rules governing the maintenance of criminal records; ability to perform and organize work independently; ability to type at a reasonable rate of speed; ability to establish and maintain effective working relationships with County officials, associates and the public.

Education and Experience
High school diploma or GED and considerable experience in Office Management, or equivalent combination of education and experience.
Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work frequently standing, walking, sitting, speaking or hearing and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Notary Public
Valid driver's license.
Program Coordinator - Jail

Dept/Div: Sheriff
FLSA Status: Non-Exempt

General Definition of Work
Performs difficult protective service work maintaining recreational opportunities, work release, STS, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator. Continuous supervision is exercised over Recreation Director - Jail.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
▪ Serves as Impartial Hearing Officer in the matter of inmate disciplinary due process; takes testimony of sanctioned inmates and witnesses, weights testimony, existing evidence and mitigating circumstances, determines and writes findings and conclusions, determines guilt or innocence, applies sanctions consistent with past practice or dismisses disciplinary action.
▪ Calculates inmate sentences applying good time and credit for time served.; enters calculations in the Jail Management System.
▪ Establishes jail programs for the rehabilitation of inmates; recruits, screens, orientates and supervises volunteers and paid professional personnel facilitating programs offered in the jail.
▪ Maintains working relationship with Pine County probation agents, Minnesota Department of Corrections, Center City District field service agents and Pine County Court Administration staff; serves on the Probations Advisory
▪ Manages work release program for both county and state work release inmates; interviews inmates, collects fees from inmates, supervises all work release inmates using GPA monitors, establishes all work release schedules and enters them in the Jail Management System, arranges spot checks of inmates and imposes disciplinary action when
▪ Answers inmate request forms from inmates; provides notary services, arranges chemical use assessments, and assists inmates with various requests.
▪ Oversees RAP (Release Advanced Planning) program; receives application, requests assessment by Pine County Health and Human Services, facilitates RAP meeting with RAP panel members and inmates; and documents future activity of RAP participants.
▪ Maintains library and law library and computer lab for inmate use.
▪ Performs as a Correctional Officer in times of staff shortage or needs.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of the philosophies, principles and practices of modern penology with emphasis on guidance and counseling in a correctional institutional setting; general knowledge of the principles of human psychology; thorough knowledge of the rules and regulations and security procedures; ability to enforce rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to prepare records and reports; ability to establish and maintain effective working relationships with federal, state and local agency representatives, community leaders, jail staff and inmates.

Education and Experience
High school diploma or GED and considerable experience in a criminal justice or corrections setting, or equivalent combination of education and experience.
Program Coordinator - Jail

Dept/Div: Sheriff  
FLSA Status: Non-Exempt

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Security procedures  
Supervision of inmates  
Signs of suicide risk and suicide precautions  
Vulnerable inmates  
Response to resistance regulations and tactics  
Report writing  
Inmate rules and regulations  
Rights and responsibilities of inmates  
Fire and emergency procedures  
Key control  
Interpersonal relations and communication skills  
Diversity training  
Right to know  
Blood borne pathogens and communicable diseases  
Direct supervision  
Dealing with mental illness  
Prison rate elimination act (PREA)  
CPR  
First aid  
MN Department of Corrections 2911 Rules  
General management  
Performance reviews  
Decision making processes  
Labor law  
Employee-management relations  
Criminal justice system  
Coaching and mentoring  
Valid driver's license.
Secretary - Jail

Dept/Div: Sheriff
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work under the coordination of the Administrative Assistant for the jail; maintaining records, entering data, providing information, and related work as apparent or assigned. Work is performed under the moderate supervision of Jail Administrator or Assistant Jail Administrator. Limited oversight by Administrative Assistant.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Perform a variety of secretarial and clerical duties pertaining to jail reports and records; classifying and recording files; type correspondence and reports; maintain fingerprint request system; reviews documentation for completeness and accuracy; design, modify and maintain records, spreadsheets and forms
- Verify records in Detention Information Systems; coordinate communication between jail, state and record system vendor; serve as record system administrator
- Verify and maintain intake and release records; archive or expunge inmate files and/or arrest records when necessary; develop and maintain jail office records and file system; receives and completes requests for background checks
- Performs finance and accounting activities; handles cash and checks; makes daily/weekly deposits
- Provides information over the phone and in person; screens calls, visitor and mail; prepares general correspondence; plans appointments and schedules
- Purchases and maintains office equipment and supplies

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of applicable State statutes; thorough knowledge of MN Data Practices Act, Tennessen Warning; knowledge of juvenile records, search warrants, subpoenas, ability to deal with co-workers, inmates and members of the public; knowledge of fingerprint system; ability to operate standard office equipment and computer hardware; knowledge of standard and position specific (CJIS and BCA) software; ability to make mathematic calculations.

Education and Experience
High school diploma or GED and moderate experience in a clerical setting, or equivalent combination of education and experience.

Physical Requirements
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).
Secretary - Jail

Dept/Div: Sheriff  FLSA Status: Non-Exempt

Special Requirements
Criminal Justice Information System (CJIS)
Bureau of Criminal Apprehension Certification
Secretary - Sheriff

Dept/Div: Sheriff  
FLSA Status: Non-Exempt

General Definition of Work
Performs intermediate skilled administrative support work inputting and organizing case files, processing citations and reports, assisting the public with questions or concerns, and related work as apparent or assigned. Work is performed under the general direction of the Office Manager with limited oversight by Administrative Assistant.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Manages custody reports; distributes daily, reviews paperwork for completeness, compiles information and reviews statutes to determine criminal penalty and jurisdiction, forwards information as appropriate; processes search warrant paperwork; transcribes offense reports and other documents as required; transcribes and prepares confidential internal investigation files and forwards as appropriate; assists in scanning of criminal complaints and denials.

▪ Serves as main switchboard operator for the Sheriff's office and jail during normal business hours; answers, and routes as necessary, incoming, non-emergency calls; assists the public with gun permit to carry/permit to purchase information, collects and submits fees; assists with predatory offender information.

▪ Interprets organizational policies, rules and regulations in response to inquiries and records requests from others; answers letters and general correspondence; processes confidential matters; assists with Lost and Found.

▪ Assists the civil process division by answering civil process questions by phone and in person; prepares and enters data; composes billing; bills requesting parties.

▪ As Certified Criminal Justice Information System Terminal Operator, performs criminal background checks through the BCA and NCIC.

▪ Assists with mortgage foreclosure sales and notarizes documents.

▪ Assists at various events within Pine County as needed.

▪ Reviews Sheriff's Blotter, removes confidential information from blotter; emails to local media for publication.

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; ability to operate personal computer and appropriate software packages; ability to type accurately and at a reasonable rate of speed; ability to follow oral and written instructions; ability to communicate ideas effectively orally and in writing; skill in the operation of standard office equipment; ability to establish and maintain effective working relationships with associates, inmates and the public.

Education and Experience
High school diploma or GED and moderate experience in a legal or office setting, or equivalent combination of education and experience.
**Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

- Notary Public Commission
- CJIS Certification within 6 months
- Driver and Vehicle Services Training
- Data and Records E-Learning for Law Enforcement
- MN Data Practices Act Training
- Beacon Online Search Training
- BCA Training
- Odyssey Search Training
- Valid driver's license.
**Sentence-To-Serve (STS) Crew Leader**

**Dept/Div:** Sheriff  
**FLSA Status:** Non-Exempt

**General Definition of Work**
Performs intermediate administrative work coordinating all aspects of the Sentence-to-Serve Program (STS), and related work as apparent or assigned. Work is performed under the limited supervision of the Jail Administrator.

**Qualification Requirements**
*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Essential Functions**
- Coordinates all projects associated with STS Program; supervises inmates assigned to the STS Program.
- Trains inmates in a wide variety of jobs requested of the STS Program; monitors and guides correct and safe work habits of inmates.
- Evaluates new job assignments being requested, adds input and suggestions, and get the job done to the customers satisfaction.
- Logs activities and time of crew members and in-house inmate work; keeps track of fines, days worked to fulfill sentence, and relays information to necessary areas.
- Inputs information of crew members and in-house inmate workers into the Court Services Tracking System for Probation Officers.

**Knowledge, Skills and Abilities**
Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of the security, rules, regulations and procedures of the institution; general knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to detect the early symptoms of common health problems; ability to carry out oral and written directions accurately; ability to supervise the activities of large groups of inmates; ability to prepare records and reports; ability to establish and maintain effective working relationships with associates, inmates, attorneys and the public.

**Education and Experience**
High school diploma or GED and moderate experience with supervision, or equivalent combination of education and experience.

**Physical Requirements**
This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm’s length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to toxic or caustic chemicals and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).
Sentence-To-Serve (STS) Crew Leader

Dept/Div: Sheriff

FLSA Status: Non-Exempt

Special Requirements

CPR Training
Jail Procedure Training
Valid driver's license in the State of Minnesota.
**Secretary - Land-Veteran**

**Dept/Div:** Veterans

**FLSA Status:** Non-Exempt

**General Definition of Work**
Perform intermediate skilled administrative support work maintaining files, records and supplies, providing information to the public in person and over the telephone; collecting and entering data and assisting with fieldwork as required, and related work as apparent or assigned. Work is performed under the limited supervision of the Veteran Services Officer and with limited direction by Forester/Land Commissioner.

**Qualification Requirements**
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Functions**
- Provides administrative support to Veterans Land Department.
- Answers phone, directs calls as necessary; schedules appointments, provides information.
- Scans and verifies Veterans record into databases.
- Assists veterans in completing applications for benefits, records requests, filling prescriptions and scheduling doctor appointments.
- Maintains death records, veterans’ records, timber and land sale records.
- Purchases and maintains inventory of office supplies.
- Accepts payments and provides receipts for timber sales, van transport and other services.
- Codes and verifies invoices and submits for payment.
- Collects timber tallies and enters data to calculate timber volumes.
- Works with volunteers to schedule transportation for veterans to appointments.
- Processes incoming and outgoing mail, prepares newspaper submissions, advertisements and legal notices.

**Knowledge, Skills and Abilities**
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of Veterans Affairs compensation laws, rules and policies; thorough knowledge of Veterans Affairs pension laws, rules and policies; general knowledge of statutes associated with public land use and sale; ability to create correspondence and land sale packets; some knowledge of time sheets; general knowledge of standard office equipment and software; general knowledge of VA remote access and Veterans Information Management System; ability to make arithmetic calculations.

**Education and Experience**
High school diploma or GED and moderate experience in a clerical setting, or equivalent combination of education and experience.

**Physical Requirements**
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word
Secretary - Land-Veteran

Dept/Div: Veterans  FLSA Status: Non-Exempt

levels; this work does not require any specialized sensory utilization; work occasionally requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.
Veteran Services Officer

Dept/Div: Veterans  
FLSA Status: Exempt

General Definition of Work
Performs difficult administrative work assisting veterans in accessing Federal, State and local community services and benefits, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Supervision is exercised over Secretary Land-Veterans.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

▪ Assist veterans/dependents in applying for available federal benefits from the United State Department of Veterans Affairs Regional Office (VARO) by initiating or reopening claims
▪ Assist veterans/dependents in appealing denied claims to the local VA Regional Office (VARO), the local Decision Review Officers or the Board of Veterans Appeal in Washington D.C
▪ Assisting veterans in obtaining necessary inpatient and outpatient care from the VA Medical Centers (VAMC) and Community Based Outreach Clinics (CBOC)
▪ Assist veterans applying for available state benefits from the Minnesota Department of Veterans Affairs (MDVA) by initiating or reopening claims
▪ Assist military retirees and their dependents or survivors in obtaining their benefits from the Department of Defense (DOD)
▪ Assist veterans in claims and proceedings involving the military service
▪ Assist veterans in obtaining benefits or services from other agencies
▪ Attend workshops, seminars and conferences and confers with professional to keep up to date on the latest changes in State and Federal laws and regulations
▪ Assist members and dependents of the National Guard and Reserve Components in obtaining appropriate benefits and assistance
▪ Serve as County's liaison to veteran services organizations in the County
▪ Supervises the maintenance of office records including file creation, privacy provisions, and retention policy; performs other County duties as required

Knowledge, Skills and Abilities
Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of Veterans Affairs compensation laws, rules and policies; thorough knowledge of Veterans Affairs pension laws, rules and policies; general knowledge of Minnesota veterans grant policies and Federal burial benefits; some knowledge of County HHS assistance policies; thorough knowledge of Veterans Affairs claims and MDVA grant applications; general knowledge of MAC-V intake forms and some knowledge of time sheets; general knowledge of standard office equipment and software; general knowledge of VA remote access and Veterans Information Management System; ability to make arithmetic calculations.

Education and Experience
High school diploma or GED and moderate experience as a member of the military, or equivalent combination of education and experience.
Veteran Services Officer

Dept/Div: Veterans
FLSA Status: Exempt

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting and occasionally requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements
Accreditation with a national veteran's organization
Specialized VA training
Meet Statutory requirement of "veteran" for position
Valid driver's license.