

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 customer's 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).

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Special Requirements

CPR Training

Jail Procedure Training

Valid driver's license in the State of Minnesota.