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Job Title: Career Corrections Agent  
Department: Community Corrections  
Classification: 13  
Reports to: Director of Corrections  
Supervises: No  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Union: No  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 12/2025

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### **Nature of Work:**

This position is responsible for ensuring that people who were placed on Probation and Supervised Release complete all their Court-ordered and Release conditions. It meets with clients to ensure they understand what the Court expects of them. This position monitors attendance in chemical dependency treatment, and mental health treatment. If ordered to complete community service work hours, this position helps them find a work site and arrange hours. This position conducts unannounced home visits and searches and is available to law enforcement 24/7.

### **Communicates with:**

Internally – All corrections staff.  
Externally – State/county/city entities and public.

### **Supervision:**

None

### **Telecommute:**

By exception

### **Essential Work Functions:**

- Meets with clients in a facility/office/home/employment setting to ensure adherence to court ordered conditions. Field visits are random and unannounced
- Operates a county vehicle to complete home visits.
- Monitors that court ordered and DOC Release conditions are being completed by utilizing data bases to check for due dates and expirations dates.
- Prepares documents to be sent to court and Hearings and Release Unit to include violations, warrants, summons, and discharges.
- Log all interactions with clients, community resources, law enforcement, courts, and client family members.
- Investigates transfer in cases to determine eligibility to transfer to Morrison County.
- Completes Risk Assessments to determine level of supervision.
- Counsel's clients and their families when they disagree with a recommended violation or sanction.
- Collect observed urine samples to test for compliance and collects DNA via buccal swab per statutory requirement.
- Testify in Court when required.

### **Other Work Functions**

- Reviews and approves violation reports if the Director is not available

- Performs related work as required.

**Minimum Qualifications of Education and Experience:**

- Requires a four-year degree in criminal justice, social work, sociology, psychology, social science or related field.
- More than 8 years' experience or 6 years with completion of a Master's Degree required to qualify for Career Agent classification. Successful completion of Career Agent statewide process.
- 400-hour internship required for degree.
- Ability to pass all position required background(s) and testing(s).

**Knowledge, Skills, and Abilities Required:**

- Valid MN driver's license
- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal and oral communication skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions		X		
Atmospheric Conditions		X		
Travel		X		
Hazardous materials		X		
Extreme temperatures		X		
Environmental		X		
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_