



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Community Corrections Director
Department: Community Corrections
Classification: Grade 19
Reports to: County Administrator
Supervises: Yes
FLSA Status: Exempt
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position provides supervision to the community corrections office by ensuring that public safety is our priority, and that evidence-based practices are adhered to. Manages the budget for the office including state and grant funding. Approve violations, apprehension, and detention orders, recommendations for commitment to prison, and approval of searches of home, vehicle, and person all in a timely manner. This position is available to law enforcement 24/7.

Communicates with:

Internally – All corrections staff.
Externally – Vendors, government agencies and public.

Supervision:

Probation Aide
Community Service Officer
Assistant Agent/Administrative Assistant
Agent, Senior Agent, Career Agent

Telecommute:

By exception

Essential Work Functions:

- Manages, and directs staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Review and approve violation reports, discharge reports and transfer investigations including supervised release plans.
- Meets with agents for case consultation of supervised release (parole), felony, gross misdemeanor, misdemeanor, and juvenile cases regarding recommendations for violations, discharges and transfer.
- Reviews requests for immediate apprehension/detention orders and authorization to search residence, person, and property. Assists in search if needed.
- Manages the budget for community corrections including legislative funding, grants and county levy dollars. Completes quarterly reports and yearly reports for State funds.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in business, liberal arts, history, social science, education, or general science area.
- Eight (8) years of experience as an agent (career agent status)required including supervisory experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Good interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent 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.
- Knowledge and skills in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.
- Ability to effectively supervise staff.

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: _____