



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title: Community Support Officer  
Department: Community Corrections  
Classification: 4  
Reports to: Director of Corrections  
Supervises: No  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: Supervisory discretion  
Union: No  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 08/2024

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### **Nature of Work:**

This position is responsible for monitoring drug court participants ensuring that they are compliant with the program. Compliance includes but is not limited to as follows: sobriety, associates, residences or locations, employment, and overall everyday struggles.

### **Communicates with:**

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

### **Supervision:**

None

### **Essential Work Functions:**

- Meets with clients in an office/home/employment setting to ensure adherence to court ordered conditions. Majority of contact with clients is after standard business hours and within the client's home or employment.
- Prepares Provides supporting documentation for violations, warrants, summons, and discharges.
- Log all interactions with clients, community resources, law enforcement, courts, and client family members.
- Appear in Court when necessary for Revocation Hearing(s).
- Counsel clients and their families when they disagree with a recommended violation or sanction.
- Collect observed urine samples to test for compliance.

### **Other Work Functions**

- Performs related work as required.

### **Minimum Qualifications of Education and Experience:**

- High School diploma or a GED.
- Less than one (1) year of experience required.
- 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		
Light (Up to 25 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: \_\_\_\_\_