

Job Title: Corrections Agent
Department: Community Corrections
Classification: 9
Reports to: Director of Corrections
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 12/2025

Nature of Work:

This position is responsible for supervising a caseload of probation and/or supervised release clients; writes pre-sentence investigations, violation reports, discharge reports and other documents required by the Court; testifies in court and at Hearings and Release Unit hearings as needed to substantiate recommendations. Collects urine samples and DNA as required by statute and for supervision purposes. 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

Essential Work Functions:

- Meets with clients in an office/home/employment setting to ensure adherence to court ordered conditions.
- 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.
- Completes pretrial bail evaluations.
- Collect observed urine samples to test for compliance and collects DNA via buccal swab per statutory requirement.

Other Work Functions

- 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.
- Less than one (1) year of experience required.
- 400-hour internship or equivalent 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 (Under 10 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: _____