



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Correctional Officer
Department: Sheriff's Office
Classification: 6
Reports to: Jail Administrator
Supervises: No
Normal Business Hours: Varies
Telecommute: Not available
Union: Yes
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for providing security for the County Jail by controlling the entrances and exits to the outer and inner perimeter of the jail, to receive, search, process, discipline and release or secure as required all lawfully arrested or sentenced persons, to control and care for inmates assigned to the jail facility, to enforce rules and regulations, to maintain order, and to prevent escapes.

Communicates with:

Internally – All Sheriff staff.

Externally – State/county/city entities and public.

Supervision:

N/A

Essential Work Functions:

- Supervises inmates, performs well-being checks, administers medication, searches cells and inmates, and enforces rules and regulations to ensure the security of assigned area and personnel.
- Books and releases inmates, screens inmates for behaviors, attitudes, and interests and records medical information.
- Ensures all paperwork has been completed.
- Prepares and maintains warrants, reports, logs, records, files, and other documents, and ensures informational accuracy and compliance with applicable policies and procedures.
- Enters and modifies information in local, state, and national computer databases.
- Visually monitors jail inmate activities by utilizing multi-view camera system to ensure inmate safety and jail staff and to ensure inmates are adhering to the facility rules.
- Operates and performs specific functions from three specific stations: master control officer; roving officer; and booking officer. All three of these positions are rotated through on each shift by the officers on duty.

Other Work Functions

- Performs related work as required.
- Provides supervision to inmates as a sentence to service crew leader. (Not all correctional officers are STS crew leaders, but several are trained to be STS crew leaders).

Minimum Qualifications of Education and Experience:

- Requires High School degree or GED.
- 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.).
- 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.
- CPR/First aid training.
- Ability to be trained in defensive tactics and non-deadly force weapons.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations 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
Hazardous materials			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: _____