

Job Title: Correctional Officer - Screening Bailiff  
Department: Sheriff's Office  
Classification: 6  
Reports to: Jail Administrator  
Supervises: No  
Normal business hours: Monday – Friday, 8:00 AM – 4:30 PM  
Telecommute: Not available  
Union: Yes  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 06/2024

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**Nature of Work:**

The screening bailiff is a Correctional Officer position assignment that is responsible for screening all persons entering the main courtroom corridor, using walk-thru and handheld detectors, as well as physical searches. When court is not in session, the screening bailiff will perform correctional officer or transport officer duties. See Correctional Officer job description for further details.

**Communicates with:**

Internally – All Sheriff staff.  
Externally –Public.

**Supervision:**

None

**Essential Work Functions:**

- All duties of a Correctional Officer
- Prepare daily court calendar for inmates and individuals attending court.
- Maintain warrant status of individuals attending court.
- Track individuals that need jail bookings to prevent BCA suspension.
- Care and custody of jurors.
- Ensure that there is no outside contact with jurors.
- Screen individuals attending court to ensure safety of all attendees.

**Other Work Functions**

- Performs related work as required.

**Minimum Qualifications of Education and Experience:**

- High School diploma or a GED.
- One (1) year of Correctional Officer experience required.
- 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		
Atmospheric Conditions		X		
Travel		X		
Hazardous materials		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: \_\_\_\_\_