

Job Title: Transport Officer
Department: Sheriff's Officer
Classification: Grade 4
Reports to: Chief Deputy Sheriff
Supervises: No
Normal Business Hours: Varies
Telecommute: No
Union: No
FTE Status: Intermittent
Last Reviewed: 03/2025

Nature of Work:

The main function of this position is to provide controlled transportation and movement of inmates between the courts, jail, institutions and other related agencies.

Communicates with:

Internally – All Sheriff's Office staff.

Externally – other Agencies, Court.

Supervision:

N/A

Essential Work Functions:

- Provide transportation for inmates to and from court, medical, counseling, other necessary appointments and other correctional and holding facilities.
- Takes custody of court attendees as required.
- Provide Court security as needed.
- Provide inmates with necessary and appropriate forms as needed for court appearances.
- Completes reports and documents as required.
- Delivers paperwork between the jail, departments on the County Campus and other agencies.
- Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
- Performs job responsibilities in a manner consistent with the County's mission and values.
- Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
- Represents the County in a professional manner to all internal and external contacts when doing the County's business.
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Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires High school degree or equivalent.
- Valid driver's license.
- Ability to be certified in first aid and CPR.

Knowledge, Skills, and Abilities Required:

- Ability to use a fire extinguisher, hand-held 2-way radios and emergency medical supplies
- Ability to push, pull, carry, or drag up to 150 pounds.
- Ability to be trained in self-defense tactics including interpersonal communication skills and pressure point techniques and the use of force.
- Ability to make independent and immediate decisions.
- Ability to remain calm under extremely stressful situations.
- Ability to prepare clear, concise reports.
- Ability to demonstrate effective oral communication skills.
- A working knowledge and understanding of the criminal justice system and how the three components of the judicial, law enforcement and corrections interact.

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
Travel				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: _____