

Job Title: Administrative Specialist III  
Department: Sheriff's Office  
Classification: Grade 6  
Reports to: County Sheriff  
Supervises: No  
Normal Business Hours: Monday – Friday, 8:00 AM-4:30 PM  
Telecommute: Not available  
Union: No  
FTE Status: 1.0 Full Time Equivalent  
Last Reviewed: 08/2024

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**Nature of Work:**

The purpose of this position is to provide the public (residents, attorney's, family, friends, and county staff) with customer service; to provide those with public information about the residents of Morrison County Jail; maintaining each inmate's file, correcting data, calculating release dates, entering in release orders, and scanning in all paperwork that is filled out during the booking process. This position prepares weekly and monthly reports for data requests as well as the Sheriff and County Commissioners. These reports also include invoices to be sent to other counties that we are holding inmates for.

**Communicates with:**

Internally – All Sheriff staff.

Externally – Vendors and public.

**Supervision:**

N/A

**Essential Work Functions:**

- Maintains booking files, court paperwork, and inmate PX accounts. Scans all paperwork into each designated file in computer system. Corrects errors in information entered in the computer. Verifies fingerprint cards are correct and makes the corrections on Livescan when necessary. Collects inmate mail and newspapers daily.
- Collects and receipts bail money and deliver funds to Court Administration.
- Interprets court orders and calculates sentencing orders and jail credit.
- Assists public via phone or in person. Fingerprints the public. Monitors visiting during the week.
- Makes weekly bank deposits for inmate monies.
- Deposits fees with Auditor's Office bi-weekly.
- Balances the jail checkbook monthly and does a reconciliation with the Auditor's Office.
- Credits inmate accounts with PX purchases, medical visits, etc.
- Corresponds with County Attorney, Court Administration, Probation, Attorney's, other counties regarding past and present inmates.
- Maintains and tracks employee training records
- Prepares reports for the Sheriff/County Board.
- Completes Fixed Asset Inventory forms, and orders supplies when needed.
- Calculates monthly billing for out of county holds (DOC, Douglas, St. Louis, etc).
- Adhere to and ensure compliance for DOC requirements of JJDP Act & JCD Module for juvenile status.
- Designated as the contact person for Law Enforcement Technology Group, Electronic Monitoring and VINE.

- Performs general administrative duties, including monitoring and ordering office supplies, preparing memos and warrants, and processing invoices.
- Provides excellent customer service in-person, via email, and over the phone by greeting individuals professionally, answering questions, general assistance with applications, taking detailed messages, and providing timely follow-up as needed.
- Performs general administrative duties, including transcription of statements and reports, and processing invoices and purchase orders for payment.
- Maintains files and scans all paperwork into each designated file in computer system. Correcting errors in information entered in the computer.
- Provides excellent customer service in-person, via email, and over the phone by greeting individuals professionally, answering questions, taking complaints, taking detailed messages, and providing timely follow-up as needed.

#### **Other Work Functions**

- Performs related work as required.

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

- Requires specialized training beyond High School, but less than an associate degree.
- Three (3) years of experience required.
- Ability to pass all position required background(s) and testing(s).
- Must possess a valid, Class C Minnesota Driver's License

#### **Knowledge, Skills, and Abilities Required:**

- Understanding of the organization's goals and objectives.
- Strong interpersonal 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.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).

#### **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:

<b>Exposed to:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%- 74%</b>	<b>75% or more</b>
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 10 pounds of force)		X		
Hazardous materials	X			

Challenging or threatening behaviors		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: \_\_\_\_\_