



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title:	Chaplain
Department:	Sheriff's Office
Classification:	Grade 7
Reports to:	Chief Deputy
Supervises:	No
Normal Business Hours:	Varies
Telecommute:	Supervisor Discretion
Union:	No
FTE Status:	Part-time
Last Reviewed:	01/2025

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### **Nature of Work:**

The Chaplain reports directly to the Chief Deputy Sheriff and is responsible for providing support and counseling to Sheriff's Office personnel, as well as other public safety personnel, and Morrison County staff, as requested. This position requires flexibility to respond to incidents on an on-call and intermittent basis. The Chaplain will regularly visit homes, accident scenes, and scenes of other emergencies. The Chaplain will be exposed to emotionally unstable people wrought with grief, anger, and/or denial. It will require some office time, computer usage, or assorted tasks performed, but most of the time is spent in the field.

### **Communicates with:**

Internally – All Sheriff staff.

Externally – State/county/city entities and public.

### **Supervision:**

N/A

### **Essential Work Functions:**

- Provide support and counseling to Sheriff's Office personnel, such as critical incident and staff debriefings, ongoing follow-up support for Sheriff's Office staff and their families, and counseling and other personal services.
- Supports the citizens of Morrison County after traumatic events. Support can include assisting the Sheriff's Office staff in delivering death messages, notifying family members, assisting in other necessary hospital and/or funeral preparations, providing follow-up care, and more.
- Acts as a Sheriff's Office hostage negotiator when needed.
- Position provides ceremonial support for events such as retirements, swearing-in, graduations, memorials, commendations, etc.

### **Other Work Functions**

- Performs related work as required.

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

- Requires four years of formal training in tech or bachelor's degree.
- Must be a member of an ecclesiastically recognized institute of vowed persons.
- Must maintain certification with the NACC, APC or SCA.
- Possess extensive training and/or experience in critical incident counseling.
- Four (4) years of experience required.
- Ability to pass all position required background(s) and testing(s).

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

- Valid MN driver's license.
- Knowledge of:
  - Law enforcement practices and procedures
  - Safety principles and practices
  - Defensive techniques
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Exceptional interpersonal, written and oral communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- 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 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	
Atmospheric Conditions			X	
Travel				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: \_\_\_\_\_