

PINE COUNTY
ADMINISTRATOR'S OFFICE
635 NORTHRIDGE DRIVE NW SUITE 200
PINE CITY, MN 55063
1-800-450-7463
FAX (320) 591-1628

DATE POSTED: July 21, 2022
Deadline: August 05, 2022

EMPLOYMENT NOTICE
CORRECTIONS AGENT/SENIOR AGENT

Position: Probation Corrections Agent OR Senior Agent
Union: Non-Union

Location: Pine City, MN
FLSA Status: Full-time, non-exempt

ESSENTIAL DUTIES:

- Provide supervision to offenders by having the knowledge of the rules of court procedures and enforcing the conditions of the Court and the conditions of a client's probation agreement.
- Investigate, obtain, interpret and evaluate relevant data to present to the Court in reports so that the Court might be as informed as possible when making dispositions and other decisions relevant to the case of offenders.
- Develop and maintain effective working relationships with officials, associates, community agencies, various community officials and the public; work independently and make decisions objectively and within the framework of State statutes and county policies.
The overall goal of enhancing public safety and facilitating offender change through evidence-based and restorative practices is a must.
- Serve and inform the citizens of Pine County in promoting successful adjustment and integration of the offender into the community through the restorative justice model.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Corrections, Criminal Justice, Criminology, Counseling, Psychology, Social Work or Sociology AND;
 - full-time 400-hour internship with the Department of Corrections
- or -
 - County Probation department OR minimum of 400 hours work or volunteer experience as Corrections Agent, Corrections Security Caseworker, or in County Probation
- or -
 - Two years' experience supervising offenders in a correctional environment;
- Valid Minnesota driver's license.

APPLICANT INFORMATION:

All applicants must complete a county application with cover letter, resume and proof of minimum qualifications. Cover letter should include answers to the following:

1. Your experience supervising offenders;
2. Use of evidence-based practices in supervision;
3. List of attributes of an effective correctional practitioner;
4. Your experience with CSTS.

Download the application on the web site at <http://co.pine.mn.us> under *Departments/Human Resources/Employment Opportunities* and mail in, fax (320-591-1628) or email to hr@co.pine.mn.us at the County Administrator/HR office by **4:30pm on Friday, August 5th.**

PINE COUNTY PERSONNEL SYSTEM

CLASSIFICATION: Corrections Agent/Senior Corrections Agent
PAY GRADE: Grade 10: \$26.65/hour - \$34.65/hour DOQ
RATING METHOD: The hiring process will include a formal interview and may include testing and/or other methods of selection.
CLOSING DATE: Friday, August 05, 2022

An Equal Opportunity Employer/Affirmative Action Employer