



THIEF RIVER FALLS, MINNESOTA 56701

FULL-TIME STS CREW LEADER/COORDINATOR

Applications are being accepted for a Full-time STS Crew Leader/Coordinator. This position will be responsible for planning, coordinating, and supervising the STS Program and staff. Applicants must have a valid driver's license, good communication skills, basic computer knowledge, and supervisory experience. Basic carpentry and wood cutting skills are desirable. Pennington County offers excellent health and life insurance benefits; wages are in accordance with the union contract, starting at \$20.74 per hour.

Applications and a more complete job description are available at the Pennington County Sheriff's Office, 102 W 1st Street, Thief River Falls, MN 56701 or on our website: <http://co.pennington.mn.us> - click on 'Employment'. Application deadline: July 18, 2018, 4:30 p.m.

PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

"Equal Opportunity Employer"

POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: STS Crew Leader/Coordinator	Department: Sheriff's Office
Immediate Supervisor's Position Title: Chief Deputy	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Chief Deputy, the STS Crew Leader/Coordinator is responsible planning, coordinating and overseeing the STS Program and its staff. The SRS Crew Leader/Coordinator works with and performs similar duties and tasks as the STS Crew Leader in planning, orienting and supervising the activities of offenders performing community projects for cities or non-profit organizations within Pennington and Marshall County.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, assigns and serves as a program lead worker over staff of the STS program. Performs administrative duties and program coordination tasks and responsibilities such as:
 - a) Compiles, prepares and submits reports for various officials and agencies.
 - b) Manages the wood sale program; tracks orders; prepares and mails bills; and prepares deposits. Maintains wood sale account records.
 - c) Collaborates with state and local agencies in securing, scheduling and coordinating community service work projects and work crews.
 - d) Oversees projects to ensure projects are completed on a timely basis and within project parameters.
 - e) Coordinates the logging and reporting of crew hours and crew billing to appropriate federal, state and local law enforcement agencies.
 - f) Ensures recipients complete all documents required for grant reimbursements properly and timely.

- Leads, directs and monitors sentence to serve inmates or offenders to ensure projects are completed timely, efficiently and to meet court ordered obligations.
 - a) Works along side offenders/inmates to model appropriate behaviors and demonstrate positive work values and work ethics.
 - b) Monitors safety and work practices and assure safety equipment needs are provided in accordance with OSHA requirements.
 - c) Evaluates inmates' abilities and assigns tasks/projects accordingly.
 - d) Monitors behaviors of crew and provides progressive disciplinary procedures, if necessary to ensure appropriate behaviors.
 - e) Transports inmates/offenders to work sites.
 - f) Administers first aid or arranges for medical care, if necessary.
 - g) Maintains and documents activities, logs and records in accordance with Department of Correction requirements.

- Provides intake and orientation for STS inmates. Outlines program expectations and referral information to assure they meet program guidelines and requirements. Describes project requirements and procedures in detail and trains new STS inmates on each new project, tools to be used, and safety procedures.
- Repair, maintain and/or order STS equipment, materials or supplies. Inspects and cleans equipment. Orders and recommends the purchase of equipment required for STS projects.
- Maintains and prepares a variety of program reports, participant activity reports/summaries, incident reports, project sties/hours worked, purchase orders, mileage logs, expense receipts, time sheets, etc. required to maintain program records/files.
- Interacts with and collaborates with local correctional agencies, courts, probation officers, and law enforcement to ensure services are provided and courts are informed of offender status.
 - a) Provides oral, written and computer reports to probation officers and restitution coordinators regarding performance, attendance, problems and completions of program participants.
 - b) Makes recommendations on offender discharge from program and/or other alternatives.
 - c) Advise local justice officials of program issues.
- Performs other duties of a comparable level or type, as required.
 - a) Stays abreast of MN DOC or DNR policies and procedures as it applies to STS activities and objectives..
 - b) Attends training sessions related to job functions.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis:		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:
	2nd year graduate level	<ul style="list-style-type: none"> • General and basic computer operation for data entry and data 		



	<p>compilation.</p> <ul style="list-style-type: none"> • Basic understanding of law enforcement agencies and relevant rules, guidelines and policies of MN DOC requirements. • Basics of purchasing and billing requirements and procedures. • Knowledge or recordkeeping requirements and grant guidelines/procedures. • Fundamentals of supervision and county administrative procedures and policies.
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Required Work Experience in Addition to Formal Education/Training:

Requires a minimum of 2 years correctional experience or experience leading and coordinating work crews.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required:

First Aid; Certification in Chain Saw Safety; Valid Class D MN Driver's License.

INDIRECT SUPERVISION:

Number of employees indirectly supervised:

STS Crew Leader

Total:

1

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Communication, customer/client relations, interpersonal skills as applied to interaction with coworkers, supervisor, various federal, state, local agencies and their officials, the general public, etc. sufficient to exchange or convey information and control actions of inmates.
- Using basic first aid and CPR.
- Performing job assignments under minimal supervision and oversight.
- Leading, monitoring and coordinating STS programs, staff and administrative requirements.
- Basic recordkeeping and recording of program and inmate statistics.
- Ability to interact and deal appropriately with inmates fairly, tactfully and firmly.
- Training, guiding and leading offenders in operations of equipment and tools safely.
- Ability to respond appropriately and quickly to emergency conditions.
- Skilled in organizing and prioritizing work activities appropriate to STS expectations and rules.
- Oral and written communications.
- Maintaining, monitoring and assuring a safe working environment.

**HAZARDOUS WORKING
CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Duties involve supervising, participating in and leading crews engaged in various community projects involving the operation of hand tools, power tools and equipment that involve some risk. Tasks are performed outdoors under a variety of weather conditions (i.e. dust, heat, cold, rain, humidity, etc.). The nature of the work may involve some disagreeable interactions with offenders.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk		x		
Sit		x		



Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms				x
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:
Prepared 1/9/2015 by BCC.

**PENNINGTON COUNTY
TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Pennington County is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment or after employment is considered private data:

1. Name
2. Home Address
3. Home Phone Number
4. Social Security Number
5. Date of Birth
6. Conviction Record
7. Sex
8. Age Group
9. Disability Type

We ask this information for the following reasons:

To distinguish you from all the other applicants and identify you in our personnel files;
to enable us to verify that you are the individual who makes the application;
to enable us to contact you when additional information is required;
to send you notices and/or schedule you for interviews;
to determine if you meet the minimum age requirements (if any);
to conduct proper investigations if you are applying for a position;
to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for;
to enable us to ensure your rights to equal opportunities;
to meet federal and state reporting requirements;
and to make processing more efficient.

The date supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Pennington and the policies, rules and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the County Office who have a bonafide need for the data, Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Please acknowledge that you have read and understand the Tennesen Warning.

Signature

Date

**PREA Question
Employment Application**

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institutions?

Yes

No

If yes, explain: _____

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force or coercion or if the victim did not consent or was unable to consent or refuse?

Yes

No

If yes, explain: _____

Have you been civilly or administratively adjudicated to have engaged in any of the activities described in the above paragraphs?

Yes

No

If yes, explain: _____

Dated: _____

Signed: _____

115.17

(a.) The Pennington County Sheriff's Department shall not hire or promote anyone who may have contact with inmates, and shall not enlist the services of any contractor who may have contact with inmates, who—

(1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997);

(2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

(3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section.

(b) Pennington County Sheriff's Department shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, or to enlist the services of any contractor, who may have contact with inmates.

(c) Before hiring new employees who may have contact with inmates, Pennington County Sheriff's Department shall:

(1) Perform a criminal background records check; and

(2) Consistent with Federal, State, and local law, make its best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

(d) Pennington County Sheriff's Department shall also perform a criminal background records check before enlisting the services of any contractor who may have contact with inmates.

(e) Pennington County Sheriff's Department shall either conduct criminal background records checks at least every five years of current employees and contractors who may have contact with inmates or have in place a system for otherwise capturing such information for current employees.

(f) Pennington County Sheriff's Department shall ask all applicants and employees who may have contact with inmates directly about previous misconduct described in paragraph (a) of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. Pennington County Sheriff's Department shall also impose upon employees a continuing affirmative duty to disclose any such misconduct.

(g) Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination.

(h) Unless prohibited by law, Pennington County Sheriff's Department shall provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer for whom such employee has applied to work.

EMPLOYMENT APPLICATION
PENNINGTON COUNTY

COUNTY COURTHOUSE

P.O. Box 616 ♦ Thief River Falls, MN 56701
(218) 683-7000

ANSWER ALL QUESTIONS – PLEASE PRINT IN BLACK INK OR TYPE

AN EQUAL OPPORTUNITY EMPLOYER, it is Pennington County's policy to provide equal opportunity in employment. The County will not discriminate on the basis of race, age, religion, national origin, marital status, disability, sex, sexual preference, status with regard to public assistance, or any other basis protected by law.

The information contained in this application is considered private data under the Minnesota Data Practices Act, and will be used only in conjunction with your possible employment. Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information, which provides additional detail about your qualifications for employment in the position you seek. Your application will be evaluated in comparison to the requirements for that position. As an applicant for employment, your name is considered private until you become a finalist for employment with the County. You are considered a finalist if and when you are selected and notified for a final interview.

DATE OF APPLICATION: _____

POSITIONS APPLIED FOR: _____

APPLYING FOR: Full-Time Part-Time Permanent Temporary (Seasonal)

AVAILABLE TO WORK: Weekdays Weekends Days Nights

REFERRAL SOURCE: Advertisement Friend Relative Employment Agency

Other _____

NAME: _____
Last First Middle All Prior Names

ADDRESS: _____
Street City State Zip

HOME PHONE: _____ ALTERNATE PHONE: _____

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES
IN THE POSITION FOR WHICH YOU ARE APPLYING? YES NO
(Proof of citizenship or work eligibility will be required as a condition of employment.)

ARE YOU AT LEAST 16 YEARS OF AGE? YES NO

ARE YOU AT LEAST 18 YEARS OF AGE? YES NO
(An applicant must be at least 16 years of age to operate dangerous equipment. An applicant
must be at least 18 years of age, to sell intoxicating beverages or to be a volunteer or paid firefighter.)

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

IF NO, EXPLAIN: _____

HAVE YOU PREVIOUSLY WORKED FOR THE COUNTY? YES NO

IF YES, POSITION HELD/DEPARTMENT: _____

IF YES, UNDER WHAT NAME MAY YOUR PREVIOUS EMPLOYMENT RECORDS
BE FOUND? _____

ARE YOU ON LAY-OFF AND SUBJECT TO RECALL? YES NO

CAN YOU TRAVEL IF A JOB REQUIRES IT? YES NO

DID YOU SERVE IN THE U.S. ARMED FORCES? YES NO

DESCRIBE YOUR DUTIES: _____

DO YOU HAVE ANY SPECIAL NEEDS WHICH MAY NECESSITATE
ACCOMMODATIONS IN THE APPLICATION/INTERVIEW PROCESS?
 YES NO

IF YES, PLEASE DESCRIBE THE TYPE OF ACCOMMODATION REQUESTED:

LIST ALL OTHER NAMES WHICH YOU HAVE BEEN EMPLOYED OR UNDER
WHICH YOUR EMPLOYMENT OR EDUCATION RECORDS MAY BE FOUND.

TO BE COMPLETED BY CLERICAL, ADMINISTRATIVE, AND FISCAL POSITION APPLICANTS:

Typing Ability YES NO _____ W.P.M.

Shorthand Ability YES NO _____ W.P.M.

Business Machine Experience: _____

Bookkeeping Experience: _____

TO BE COMPLETED BY LABOR AND SKILLES TRADE POSITION APPLICANTS:

Apprenticeship(s) served or trades and skills learned: _____

Capable of operating the following equipment: _____

EMPLOYMENT/VOLUNTEER EXPERIENCE

List **all** work and volunteer experience, most recent to be listed first. Include military service assignments and volunteer activities.

Employer Name: _____
Employer Address: _____
Job Title: _____
Job Duties: _____

Dates of Employment/Experience: _____
Reason for Leaving: _____

Employer Name: _____
Employer Address: _____
Job Title: _____
Job Duties: _____

Dates of Employment/Experience: _____
Reason for Leaving: _____

Employer Name: _____
Employer Address: _____
Job Title: _____
Job Duties: _____

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Employer Name: _____
Employer Address: _____
Job Title: _____
Job Duties: _____

Dates of Employment/Experience: _____
Reason for Leaving: _____

If you need additional space, please continue on a separate sheet of paper. Although you must fully complete this application, you may also include a job resume or other description of your work, volunteer and personal experiences which are relevant to this position.

LICENSURE

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expirations</u>

All applicable licenses or certifications must be received in the Personnel Office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

EDUCATION

Include high school and/or institution GED and any additional education/courses taken. Do not list dates attendance for high school. List most recent first.

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance: _____

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance: _____

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance: _____

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance: _____

List/describe any other training and/or experience relevant to the position for which You are applying: _____

REFERENCES

Theses should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The County reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: _____
Address: _____
Phone Number: _____ Title: _____

Name of Reference: _____
Address: _____
Phone Number: _____ Title: _____

Name of Reference: _____
Address: _____
Phone Number: _____ Title: _____

CRIMINAL BACKGROUND INFORMATION

The County may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted. If the job description states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the County, and formal approval by the appointing authority.

VETERAN STATUS

Are you an honorably discharged veteran of the armed forces of the United States?

Or are you otherwise eligible to claim Veteran's Preference Points? YES NO

Do you wish to claim Veteran's Preference Points? YES NO

If you are a disable veteran and wish to claim additional points, please check here. ____

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five (5) business days.

PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? _____

If so, identify the employer and described the circumstances:

PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if selected: _____

UNEXCUSED ABSENCES FROM WORK

How many days were you inexcusably absent from work during the preceding three (3) Years other than absences due to illness or injury of you or your immediate family? _____

CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE

I, certify, that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the County.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the County Board or the appointing authority referenced in the job description and that until such approval the County shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such a current or former employer or regarding organizations, to release to the County and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the County will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

I hereby release the County and all current and former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said County, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____

Signature _____

(Do not Print)

*** Notice to Applicant:** If you do not agree with any portion of the acknowledgement, certification, authorization and release, cross out that section and initial it.