



DISPATCHER/CORRECTIONAL OFFICER

\$25.79 - \$32.52

The Pennington County Sheriff's Office is looking for motivated individuals with excellent communication skills. The primary role of this position is to take calls for service and dispatch Law Enforcement, Fire, and EMS. This position is based on 12-hour rotational shifts and features \$2.00/hour night differential pay.

Applicants must have good communications skills, be able to multi-task, and prioritize workload. Basic computer skills working with Microsoft applications are required. Pennington County offers excellent health and life insurance benefits, paid vacation and sick leave, and a retirement pension!

Applications and a complete job description are available at the Pennington County Sheriff's Office, 102 1st St W, Thief River Falls, MN or on our website at: <http://co.pennington.mn.us>.

Application deadline: February 4, 2025, 4:00 p.m.

Pennington County is an Equal Opportunity Employer

POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

| | |
|--|--|
| Position Title: Dispatcher/Correctional Officer | Department: Sheriff's Office |
| Immediate Supervisor's Position Title: Dispatch Supervisor | FLSA Status: Non-Exempt |
| Job Summary: Under the direction of the Dispatch Supervisor and/or County Sheriff, the Dispatcher/Correctional Officer is primarily responsible for dispatching of emergency and law enforcement personnel; operating the State computer in running warrants, driver license checks, and license plate checks; monitoring radio and computer traffic, and other general dispatch functions. The classification will also occasionally monitor the security of the law enforcement center; supervising and controlling inmates in the jail; attending to the needs and safety of inmates. | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs dispatch functions for law enforcement and emergency assistance. Prioritizes duties, applies judgment and discretion in handling situations and calls in accordance with department policies, procedures, and routines.
 - a) Receives, monitors, and handles all 911, alarms, non-emergency, fire and ambulance calls and transfers throughout the County.
 - b) Monitors radio and computer traffic and activities between law enforcement, fire/rescue, medical, emergency management, municipal utility, and county units operating in the field.
 - c) Gathers information via radio, telephone, computer terminal, and/or in person; uses independent judgment to assess, evaluate and prioritize requests for service; and determines appropriate procedure and necessary action.
 - d) Runs vehicle registrations checks, license status checks and warrant checks.
 - e) Dispatches gathered information, forwarding all pertinent details to field units or other appropriate personnel.
 - f) Verifies that dispatched information is acknowledged and documents the response.
 - g) Inputs information and responds to inquiries through NCIC and CJIS systems. Enters warrants, missing persons, stolen property.
 - h) Maintains activity logs and computerized records.
- Performs correctional activities involved in controlling, processing, monitoring, and supervising the safety, needs, movement and security of inmates and jail operations.
- Performs other duties of a comparable level or type, as required.
 - a) Assumes additional duties and responsibilities, as delegated.
 - b) As needed, provide accurate and reliable testimony in a court of law.

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: <ul style="list-style-type: none"> • Basic understanding of the criminal justice system, probation, and law enforcement • Principles, practices, procedures, methods, techniques, and trends in law enforcement as it impacts dispatch and communication functions. • Knowledge of fundamentals and operation of communication/dispatch systems, recordkeeping systems, radio systems, computer networks and equipment. • Applicable federal, state, and local laws relevant to job functions and duties. • Operation of dispatch equipment, computers, radio equipment and software/applications within the department. • Knowledge of computer operation and the use of business productivity software or applications/software designed for law enforcement use, information storage and retrieval techniques. |
| | 2nd year graduate level | | |
| | | | |
| Required Work Experience in Addition to Formal Education/Training: No previous experience required. Significant on-the-job training provided after hire. | | | |
| LICENSE/ CERTIFICATION | | Identify licenses/certification required: Certified by State of MN as a CJIS Operator. | |

| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | |
|---|-----------------------|
| Titles of Positions Directly Supervised | # of Employees |
| | |
| TOTAL | |

| | |
|--|--|
| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: <ul style="list-style-type: none"> • Applying, interpreting, and handling jail principles, practices, and procedures to the solution of problems in the workplace. • Communication, customer/client relations, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information; to serves as a liaison with staff in the field; or control actions of inmates. • Controlling, monitoring, and supervising the movements and activities of inmates. • Monitoring radio communications with public and staff in the field to monitor situations, safety and provide communication assistance and support, as needed. • Ability to make appropriate decisions under stressful situations in accordance with established departmental procedures, routines, and processes. • Preparing and presenting numerical and narrative reports. • Interpreting and applying office policies, statutes, specialized office procedures, operations, and routines within the office. • Recording and maintaining records accurately. • Using basic first aid and CPR. • Skilled in prioritizing work activities appropriate to the situation. • Oral and written communications. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, inmates, officials, and the public. • Maintaining, monitoring and assuring a safe working environment. |
|--|--|

| | |
|--|---|
| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | Unusual or hazardous working conditions related to performance of duties: Incumbents may be exposed to personal injury, physical violence, verbal abuse, fumes, odors, dusts, gases, poor ventilation, blood, body fluids, workspace restrictions, intense noise, contagious diseases, and occasional travel. The nature of work requirements, volume and environment can cause stress and pressures on individuals in this job. May be required to irregular hours, and unexpected overtime that makes the work less than desirable. |
|--|---|

| 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 | | | | |
|---|--------------|---------------------------|--------------------------|-----------------------------|
| Employee is required to: | 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

| | |
|---|---------------------------------|
| <p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p> | |
| <p>_____</p> <p>Department Head's Signature</p> | <p>_____</p> <p>Date</p> |
| <p>Classification History: Prepared 8/2011 by BCC, revised 08/2018 and 05/2021 by Pennington County</p> | |