



PENNINGTON COUNTY
LAW ENFORCEMENT CENTER

THIEF RIVER FALLS, MINNESOTA 56701

SETH VETTESON, SHERIFF
P.O. BOX 484; PHONE (218) 681-6161

SENTENCE-TO-SERVE CREW LEADER

\$23.33 - \$29.45

Pennington County is looking for motivated individuals to serve as a Sentence to Serve Crew Leader. This full-time position is responsible for planning, orienting, and supervising the activities of offenders performing community projects. Applicants must have a valid driver's license, good communication skills, and supervisory experience. Basic carpentry and wood cutting skills are desirable.

Pennington County offers excellent health and life insurance benefits, paid vacation, sick leave, holidays, and a retirement pension. This union position features a pay range of \$23.33 - \$29.45 per hour.

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

Application deadline: August 27, 2024, 4:00 p.m.

PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Sentence to Serve Crew Leader	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 is responsible for 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

- 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.
- Recruits, plans, organizes and schedules projects for the STS Crew. Receives and reviews project proposals to determine acceptability for STS program and selects projects to be incorporated into the schedule. Contacts referral source to confirm project details, start and completion dates.
- Prepares grants and sends paperwork to receive monthly reimbursements or funding for the program.
- 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: <ul style="list-style-type: none"> • General and basic computer operation for data entry and data compilation. • Basic understanding of law enforcement agencies and relevant rules, guidelines and policies of MN DOC requirements. • Basics of purchasing and billing requirements and procedures. 		
	2nd year graduate level			
Required Work Experience in Addition to Formal Education/Training: No previous experience required.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: First Aid; Certification in Chain Saw Safety; Valid Class D MN Driver's License.		



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

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Skilled in:</p> <ul style="list-style-type: none"> ● Communication, customer/client relations, interpersonal skills as applied to interaction with coworkers, supervisor, 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. ● 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.
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<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>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.</p>
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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 (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 8/2011 by BCC.