



***Sheriff's  
Civil Service Commission  
~  
Rules and Regulations***

***December 2018***

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# COUNTY OF OLMSTED

## SHERIFF'S CIVIL SERVICE COMMISSION

### RULES AND REGULATIONS

A Resolution to establish a Civil Service Personnel System in the Olmsted County Sheriff's Office having been duly executed and filed with the Director of Property Records and Licensing, the Sheriff's Civil Service Commission hereby prescribes the following Rules and Regulations subject to any amendments thereto that may hereafter be adopted.

These Rules and Regulation shall apply to all positions created under the jurisdiction of the Olmsted County Sheriff's Department, except that of Sheriff and duly appointed members of the Commission.

#### 1.0 RULES

##### 1.1 Organization of the Commission

The Commission shall be organized and the members appointed pursuant to Minnesota Statute 387.31 through 387.45. It shall meet as soon as possible after its appointment and thereafter on the first Monday in February of each year, at which meeting it shall select from its members a secretary who shall serve until his/her successor is elected. The minutes of the proceedings of the Commission shall be prepared and maintained by the Secretary on behalf of, and subject to the approval of, the Commission, and all such written minutes, registers and other written material of the Commission shall be the property of the County of Olmsted.

##### 1.2 Meetings of the Commission

Meetings shall be held at the hour and place designated by the Chairperson unless the other two members shall otherwise designate. Notice shall be posted prior to the meeting.

The Chairperson shall preside at all meetings and in absence a member who is not the secretary shall preside.

All actions of the Commission shall be by motion. Any two members shall constitute a quorum and the affirmative vote of two (2) members shall be necessary for the adoption of any motion by the Commission. All members shall vote on all motions and their voting shall be recorded.

##### 1.3 Purpose

It is the purpose of these Rules and Regulations to give effect to and to supplement the provisions of the Minnesota Statutes 387.31 through 387.45. The Rules and Regulations shall be applied as follows:

- 1.3-1. To classify all positions and employees in the Sheriff's Department.
- 1.3-2. To aid the Sheriff in the selection of competent employees for the efficient performance of the functions of his/her office.
- 1.3-3. To protect employees against political interference in their positions.

### 1.3 Purpose (continued)

- 1.3-4. To give fair and equal opportunity to all qualified applicants to enter employment in the Sheriff's Department on the sole basis of merit and fitness as ascertained through practical competitive examination.
- 1.3-5. To create a service which shall be made attractive as a career and which shall encourage each employee to render his/her best service.
- 1.3-6. It is the policy of Olmsted County to provide equal employment opportunities without regard to race, creed, color, religion, national origin, age, sex, sexual orientation, disability, marital status, or status as to public assistance in all phases of employment.

### 1.4 Definitions

The following terms, whenever used in these Rules and Regulations shall have the following meanings:

Whenever used in these Rules and Regulation the masculine shall be held to include the feminine, the singular to include the plural, and the plural to include the singular.

- 1.4-1. Act – Minnesota State Civil Service Act, as amended.
- 1.4-2. Commission – The Olmsted County Sheriff's Civil Service Commission.
- 1.4.3. Sheriff – the Sheriff of Olmsted County.
- 1.4-4. Position – Current duties and responsibilities assigned or delegated by competent authority requiring full time or part time employment of one person.
- 1.4-5. Employee – all persons coming under these Rules and Regulations except the Sheriff.
- 1.4-6. Regular Employee – employees in the classified service who have gained regular status according to the Act, and employees who have satisfactorily completed their probationary period and have been certified as regular by the Sheriff.
- 1.4-7. Class – one (1) or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class; that the same general qualifications are needed for the performance of the duties of the class; that the same tests of fitness may be used to recruit employees and that the same schedule of pay can be applied with equity to all positions under the substantially similar employment conditions.
- 1.4-8. Reduction – change of an employee from a position in one class to position in another class for which he/she is qualified with less responsible duties and a lower salary range.
- 1.4-9. Promotion – change of an employee from a position in one class to a position in another with more responsible duties and a higher salary range for which he/she is qualified through the Eligible Register.

#### 1.4 Definitions (continued)

- 1.4-10. Grade – means rank and pay status of employees.
- 1.4-11. Eligible Register – List of names of persons eligible for appointment to positions in the Classified Service and includes initial entrance lists, re-employment lists and promotional lists.

#### 1.5 Status of Employees

All present employees of the Sheriff's Department and any Deputy Sheriff employed on a full-time basis at the time of creation of the Sheriff's Civil Service Commission shall come under the jurisdiction on the Commission without examination and shall not be classified in a position with a lower pay scale than said employee has been receiving.

#### 1.6 Preparation and Adoption of Classification Plan

The Commission shall formally adopt and make effective a classification plan for all positions under the Sheriff's Office. The schedule adopted by the Commission shall constitute the Classification Plan for all positions in the Classified Service. The plan shall be based on analysis of the duties and responsibilities of each position, and each position shall be allocated to its proper class in the Classification Plan. The plan shall be developed after consultation with supervisory officials and persons technically familiar with the character of the work. It is the duty of the Commission to classify all positions held by persons who may become members of the classified service under the aforementioned office.

Titles and grades shall be established for each class of employment for use in examining and certifying names for appointment. The Commission shall provide written specifications for each class of position, and may abolish or amend them in any manner and at any time. The specifications shall be incorporated into these Rules and Regulations. The written specifications shall include:

- 1.6-1. The title of the class which shall be descriptive of the general duties of the position, grade and class and shall be the same for all positions requiring the same kind of service.
- 1.6-2. A general description of the duties and responsibilities of the class.
- 1.6-3. A statement of the minimum qualifications required of an applicant for employment. Qualifications for employees will be as indicated in job descriptions.

#### 1.7 Service Register

The Commission shall prepare and maintain a Service Register in which shall be entered the grades, names, compensation, period of past employment and such other facts and data with reference to each employee as the Commission may deem useful. The first Service Register shall contain the present employees of the Sheriff's Office coming under these Rules and Regulations and they shall be so graded and classified by the Commission as provided in the Act. The Service Register shall be kept by the secretary with copies to the Sheriff and the Olmsted County Board of Commissioners.

## 1.8 Allocation of Positions

Every position under the Olmsted County Sheriff's Department shall be allocated by the Commission to one of the appropriate classes or grades established in the Classification Plan. No person shall be appointed or promoted to any position until it has been properly classified. As additional grades are established or existing grades abolished, necessary allocation or reallocation shall be made by the Commission.

## 1.9 Amendments

The Commission may at any time amend these Rules and Regulations in any manner it sees fit. No employee shall have any vested right in these Rules and Regulations. Any changes in the Rules and Regulations shall affect each employee to the same extent as if said changes was a part of the original Rules and Regulations.

## 1.10 Incumbents of Reallocated Positions

When a position is reallocated to a different grade, the incumbent shall not be deemed eligible to continue in the position unless he/she is eligible for transfer, promotion or other means of movement into the new grade.

## 1.11 Veterans' Preference

The provisions of Minnesota Statutes, Section 197.455 through 197.48, as amended, known as the Veterans' Preference Law, will be applied in conjunction with the provisions of Laws of 1957, Chapter 325, as amended.

## 1.12 Savings Clause

In the event that any Rule or Regulation adopted by this Commission shall be declared invalid by any court of competent jurisdiction, the abrogation of said rule by the court shall not affect the validity of any other Rule or Regulation of this Commission.

## 1.13 Requisition – Certification Employment

1.13.1 Whenever a vacancy occurs in any position in the Sheriff's Department or a new position is created, such vacancy may be filled by (a) reduction, (b) promotion, (c) original entrance.

1.13-1(a) Reduction is a process through which an employee may accept a position below his/her current rank, providing he/she is on the Eligible Register-Promotional, for the position to which he/she wishes to be reduced. Employees taking a reduction to Deputy need not be on the Eligible Register.

1.13-1(b) Promotion is a process of selecting qualified candidates to a position above their current rank through the Eligible Register-Promotional.

1.13-1(c) Original entrance shall be made only for the following positions.

1. Fleet Maintenance Worker
2. Fleet Maintenance Mechanic
3. Senior Clerk Typist
4. Clerk Specialist
5. Civil Division Specialist
6. Detention Deputy
7. Deputy Sheriff



## 2.0 REGULATIONS

### 2.1 Applications – Initial Entry

- 2.1-1. All applications will be on forms approved by the Commission.
- 2.1-2. The Commission may reject applications not complying with all requirements of the position. Evidence of competency and special qualifications, where necessary, may be required by the Commission. The Commission will accept applicants when they:
  - 2.1-2(a) Have completed applications in entirety.
  - 2.1-2(b) Have not intentionally falsified any information on application.
  - 2.1-2(c) Have no felony convictions (Arrests and misdemeanors will be reviewed by the Commission).
  - 2.1-2(d) Are physically and mentally able to perform the duties of the position.
  - 2.1-2(e) Meet the minimum requirements of the position applied for.
- 2.1-3. Notice of the position openings to applicants shall be published in a newspaper of general circulation printed in Olmsted County. The published information shall also be included in all publication necessary to comply with Equal Employment Opportunity requirements. The notice shall include:
  - A. Application location
  - B. Filing time limit (not less than ten (10) days)
  - C. Required qualifications for the position
  - D. Ratings needed to pass the examination

### 2.2 Application Register – Initial Entry

The Commission shall direct the preparation of an Application Register from the applications received by the names and addresses of all the eligible applicants.

### 2.3 Examinations – Initial Entry

- 2.3-1. Competitive examinations shall be given for all positions.
- 2.3-2. Examinations shall be held under the direction of the Commission.
- 2.3-3. Applicants will be notified not less than ten (10) days prior to the examination.
- 2.3-4. The Commission shall prescribe such tests, either written, oral, performance, aptitude, experience and education rating or any combination thereof, which will determine the relative merits and ability of the applicants with regard to the positions involved.
- 2.3-5. Those applicants who score above the cut-off point, as determined by the Commission, will be allowed to proceed with further testing.
- 2.3-6. The applicant will be notified of the examination results. Those passing will be notified of their relative standing on the Eligible Register.

### 2.3 Examinations – Initial Entry (continued)

2.3-7. Applicants shall be required to provide:

- 2.3-7(a) Birth Certificate (Licensed Officers only).
- 2.3-7(b) DD 214 forms for military service
- 2.3-7(c) Claims for Veterans Preference
- 2.3-7(d) Proof of Minnesota residency and U.S. Citizenship as requested by the Commission (Licensed Officers only).

### 2.4 Eligible Register – Initial Entry

- 2.4-1. The names of applicants who attain a passing score on the examination shall be placed on the Eligible Register, by grade, listed according to their relative standing. The Eligible Register shall be kept by the secretary of the Commission with copies to the County Board. Any person on the Eligible Register at the time of induction or enlistment into the Armed Forces of the United States during a state of war or declared emergency shall not lose their position on the Eligible Register by such induction or enlistment providing notice of same is given the Commission.
- 2.4-2. No name shall remain on the Eligible Register for any reason for more than one (1) year after the date the Commission certifies the Eligible Register.
- 2.4-3. The Commission shall have the power to strike from the Eligible Register the name of any person who fails to comply with the Rules and Regulations of the Commission in conduct or who commits any willful misrepresentation, deception or fraud in connection with his/her application or examination for employment.
- 2.4-4. Applicants properly listed on the Eligible Register at the time new applicants are added shall be commingled and ranked with the new applicants according to total weighted scores; however, the previously listed applicant shall not have this terminal eligibility date increased unless such applicant has again taken the written examination taken by the new applicants and has attained a passing score. In the event that a previously listed applicant has taken a more recent written examination and failed to attain a passing score on the new examination; he/she shall be stricken from the Eligible Register even though his/her prior listing may still be valid. An applicant properly listed on the Eligible Register who takes a subsequent examination for the same position, and who attains a passing score, shall be ranked according to his/her highest score between the two examinations and his/her eligibility date shall be changed accordingly the last exam taken. If the examination given is from a different vendor, or a different examination from the same vendor, then the applicant shall be ranked according to his/her score on the subsequent examination and his/her eligibility date shall be changed accordingly.
- 2.4-5. No person on the Application Register or on the Eligible Register shall be eligible to take an examination given to persons on the Service Register for purpose of promotion.

## 2.4 Eligible Register – Initial Entry (continued)

- 2.4-6. The seven (7) top ranked on the list, inclusive of the Minnesota Veterans' Preference Law, shall be forwarded to the Sheriff for review. From those certified, the Sheriff shall fill the new position or vacancy. If two (2) or more vacancies or new positions are to be filled, four (4) additional names than the required number of positions available shall be certified. Upon appointment to fill a vacancy or a new position the applicant's name will be stricken from the Eligible Register – Initial Entry and placed on the Service Register.
- 2.4-7. All persons certified from the Eligible Register – Initial Entry, but not appointed shall maintain their positions on the Register.
- 2.4-8. Applicants shall be investigated and references verified. Replies from such references shall be kept confidential. Unsatisfactory or insufficient references, as determined by the Commission, shall be grounds for the exclusion of the applicant from employment or the Eligible Register.
- 2.4-9. The Sheriff shall notify the Commission, in writing, of any appointments made and any changes in personnel on the Service Register.
- 2.4-10. Persons certified for appointment must report to the Sheriff and consent in writing to accept the position, if appointed, within five (5) days from the time of mailing such notice of certification or within twenty-four (24) hours from the mailing of such notice is sent by special delivery mail. In case of failure to report or refusal to accept appointment, the Sheriff shall notify the Commission who shall notify and certify additional eligible in their order on the list until said consent is received from these eligible or until the list is exhausted.
- 2.4-11. The Commission will allow one waiver of certification, subject to written notice, by the person exercising this option.
- 2.4-12. When a disparity exists between the make-up of the sheriff's department and its approved affirmative action goals, the commission may certify up to two eligible candidates from each protected group for which a disparity exists. This certification is in addition to the seven (7) candidates certified under paragraph 2.4-6. This expanded certification must not include a member of a protected group if a member of that group is one of the seven (7) candidates certified under paragraph 2.4-6. A certification under this paragraph must be made from the list of eligible candidates who have successfully completed the examination, in order of their standing in the examination. This expanded certification applies only to positions to be filled from the public, and does not apply to promotional appointment.

## 2.5 Promotions

- 2.5-1. The Sheriff shall notify the Commission of vacancies and new positions. The Commission shall notify all In-Service personnel of such vacancy by posting proper notice on the Sheriff's Bulletin Board seven (7) days. Personnel desiring to fill the vacancy shall notify the Commission secretary, in writing, within seven (7) days after notice.
- 2.5-2. Such vacancies or new positions shall be filled by reduction if an eligible person on the Service Register so applies. If more than one such person requests a reduction, the person with the greatest seniority shall be eligible to apply for reduction if he/she meets all the requirements of the position in the lower grade.
- 2.5-3. When no request is received for a reduction, the position shall be filled by promotion. The Commission shall give a competitive examination to all

## 2.5 Promotions (continued)

- 2.5-3. persons on the Service Register who desire to fill such vacancy or new position and meet all the requirements for such position or vacancies. The commission will give weight to efficiency, character, conduct and seniority within the Department. The Commission shall certify to the Sheriff the names of the seven (7) persons standing highest on the Eligible Register Promotional.

If less than seven (7) persons take and pass the examination, the name or names of those passing shall be certified. If less than three (3) candidates exist on a promotional list, the sheriff may request the commission to conduct a new examination. The old register scores will be added to the new register with the original expiration dates attached to the applicants. The Sheriff shall make the appointment from the certified list.

- 2.5-4. All persons certified from the Eligible Register – Promotional who are not appointed shall maintain their positions on the Register.

- 2.5-5. The Sheriff shall notify the Commission, in writing, of any appointments and any changes in personnel on the Eligible Register – Promotional.

- 2.5-6. Persons certified for appointment must report to the Sheriff and consent in writing to accept the position, is appointed, within five (5) days from the time of such notice of certification. In case of failure to report or refusal to accept appointment, the Sheriff shall notify the Commission who shall notify and certify additional eligible in their order on the list until said consent is received from these eligible or until the list is exhausted.

- 2.5-7. The Commission will allow one waiver of certification for promotion upon written notice by the person exercising this option.

## 2.6 Examinations – Promotions

- 2.6-1. Examinations for promotion shall be competitive. Candidates for promotion must meet the following conditions.

2.6-1(a) Receive a passing score on each examination component of the appropriate Civil Service examination.

2.6-1(b) Meet and be able to properly perform all the duties and requirements of the job description.

2.6-2. Passing score on examinations shall be 70% or current testing standards

Weighted scoring of In-Service promotions:

Examination	88%
Seniority	6%
In-Service Ratings	6%

2.6-2(a) The Sheriff's Department will determine percentage weight of each component of examination and must provide no less than 30 days' notice prior to administration of promotional test.

2.6-2(b) The allowance for seniority shall be computed on the basis of 1/6 of one (1) percent for each full six (6) months service in the Olmsted County Sheriff's Department until the maximum allowance of six (6) percent is attained.

2.6-2(c) The allowance for In-Service Ratings shall be computed on

## 2.6 Examinations – Promotions (continued)

- 2.6-2(c) the basis of the average rating established by individual ratings of superior office during or between two consecutive Examinations given for promotion purposes.
  - 2.6-2(c)-1. Probationary In-Service Ratings will be given each two (2) months.
  - 2.6-2(c)-2. Normal In-Service Ratings will be given each six (6) months to full-time deputies.
  - 2.6-2(c)-3. All rating officers will review ratings with an individual at time of the rating with a copy to the employee.
- 2.6-3 Employees on a promotional eligible list shall remain on the list for two (2) years and will be required to re-test to stay on the roster.

## 2.7 Probation and Employment

- 2.7-1. All appointees, initial or promotional, shall be on probation for a period of twelve (12) months. Time spent on probation, whether continuous or not, shall be charged to the period of probation.
- 2.7-2. If any probationary employee is incompetent or unqualified to perform the duties of the position, the Sheriff shall inform the Commission in writing of the reasons. The Commission may discharge said probationer if appointed from the Eligible Register, or return him/her to his/her former position on the Register.

The Commission may discharge said probationer if appointed from the Eligible Register, or return him/her to his/her former position if appointed from the Service Register and any other Service Register employee appointed to the position from which the probationer was promoted shall likewise be returned to his/her former position with appropriate remarks made in his/her service file so as not to adversely affect his/her record. Probation shall terminate at the end of the twelve (12) months and the Sheriff shall certify to the Commission regular appointment. The effective date of certification for regular employment shall be the day after the last day of probationary employment.
- 2.7-3. Persons from the Eligible Register who are not regular appointed after a probationary period shall not be replaced on the Eligible Register.

## 2.8 Temporary Employment

- 2.8-1. In cases of emergency, the Sheriff may, with the written consent of the Commission, make a temporary appointment or appointments, to any position in his/her office, but no such temporary employment shall continue for more than thirty (30) days nor shall successive temporary employment be made for the same position. Temporary employees shall be appointed, when possible, from the Eligible Register and shall return to the same position on the Eligible Register when laid off.
- 2.8-2. In the event there are not names on the Eligible Register and an original entrant is needed to fill a position, The Sheriff, with the written consent of the Commission, may make a temporary appointment for such position to continue until the position is filled by a candidate from the Eligible Register. To prevent this, the Commission shall conduct the required

## 2.8 Temporary Employment (continued)

- 2.8-2. examination and maintain at least three names on the Eligible Register at all times.
- 2.8-3. Persons in established positions of the Sheriff's Department shall be the Primary sources of staffing of official work.

## 2.9 Causes for Disciplinary Action

Sheriff's Department employees are expected to maintain a satisfactory level of performance and conduct themselves according to personal, ethical and moral standards suitable to their position.

- 2.9-1. The following causes, while not exclusive, may lead to discharge on an employee from regular employment or other disciplinary action:

- 2.9-1(a) Has been convicted on a criminal offense.
- 2.9-1(b) Has been guilty of brutality or cruelty to an inmate, prisoner or a person in custody, provided the act committed was not necessarily or lawfully done in self-defense, or to protect the lives of others or to prevent the escape of a person lawfully in custody on reasonable ground to believe he/she has committed a felony, gross misdemeanor, misdemeanor or any public offense.
- 2.9-1(c) Has willfully violated any of the provisions of the Rules and Regulations.
- 2.9-1(d) Has violated any lawful official regulation or failed to obey any lawful direction given by his/her superior officer.
- 2.9-1(e) Has been intoxicated or under the influence of drugs while on duty.
- 2.9-1(f) Has been offensive in conduct or language toward the public or employees.
- 2.9-1(g) Is incompetent or inefficient in the performance of the duties of his/her position – specific instances must be charged.
- 2.9-1(h) Is physically or mentally incompetent.
- 2.9-1(i) Is careless or negligent of the property of the County.
- 2.9-1(j) Has used, or attempted to use, political influence in securing promotion, leave of absence, change of grade, pay or character of work.
- 2.9-1(k) Has directly or indirectly solicited or received any assessment, subscription or contribution for any political purpose.
- 2.9-1(l) Has been induced, has induced or has attempted to induce an employee in public service to commit an unlawful act or to act in violation of any lawful and reasonable department or official regulation or order, including Civil Service Rules, or has taken any gratuity in the course of his/her work or in connection with it.
- 2.9-1(m) Has been absent from duty without leave, has failed to report after leave of absence has expired, or after such leave of absence has

## 2.9 Causes for Disciplinary Action (continued)

been disapproved, revoked and/or canceled by the Sheriff or by the Commission.

- 2.9-1(n) Has willfully made a false statement in any questionnaire, application or form required by the Commission

## 2.10 Resignation

- 2.19-1. A resignation in good standing shall be made by giving the Sheriff a written notice not less than fifteen (15) days in advance of resignation by mailing a copy to the Commission.
- 2.10-2. An employee who is absent from duty without authority or who fails to notify his/her superior officer of the reason for his/her absence and the time when he/she will return, shall be considered to have resigned without notice.

## 2.11 Retirement

Except as hereinafter qualified, compulsory retirement shall be in accord with applicable state and federal statutes.

## 2.12 Layoff

- 2.12.1. Whenever it becomes necessary for lack of work, lack of funds or other causes to reduce the number of employees, the Sheriff shall so certify to the Commission. The Commission shall determine which employee or employees shall be laid off as follows: Temporary employees shall be laid off first; regular employees shall be laid off in the reverse order of their certification for original employment; reductions in grade being made on the basis of reverse seniority in the position held. An employee laid off or reduced from a promotional position shall revert to that position from which he/she was promoted (i.e.. A Deputy promoted to Detective would revert back to a Deputy if reduced; a Detective promoted to Sergeant would revert back to a Detective if reduced; a Sergeant promoted to Captain would revert back to a Sergeant if reduced; a Deputy promoted to Sergeant would revert back to a Deputy if reduced; a Detective promoted to Captain would revert back to Detective if reduced; a Deputy promoted to Captain would revert back to a Deputy if reduced). An employee who is reduced from a promotional position may be restored to the position within a period of two (2) years without testing for that position. The two (2) years begins the day the person begins duties in his/her reduced position or is laid-off as a result of seniority (Seniority will be based on date of employment).
- 2.12-2. Employees seniority in a position shall be determined by anniversary date (date of employment in that position),

## 2.13 Political Activity

- 2.13-1. No employee of the Sheriff's Department is under obligation to contribute to any political fund or to render any political service to any person or body. No employee shall be removed or otherwise prejudiced for refusal to do so. The Sheriff shall not discharge, promote, prefer charges or change the official rank of any employee or his/her compensation or promise or threaten to do so, for the giving or withholding or neglecting to make any contribution of money or

2.13 Political Activity (continued)

services or any other valuable thing for any political purpose.

2.14 Residence

- 2.14-1. Applicants, those persons on the Eligible Register – Initial Entry, and all employees shall keep the commission advised at all times of their current addresses.
- 2.14-2. Initial Applicants for the Olmsted County Sheriff's Department shall be residents of the State of Minnesota or within six (6) months from the time of accepting employment; including military personnel who were residents at the time of enlistment or induction or hold a license in another state in which the Minnesota POST (Peace Officers Standards and Training) board has a reciprocity agreement.
- 2.14-3. Employees of the Olmsted County Sheriff Department shall reside within fifty (50) mile radius of the Olmsted County Sheriff's office within one (1) year after employment.

2.15 Outside Employment

- 2.15-1. Employees may not engage in any outside occupation, employment or business which might hinder their impartial or objective performance of their duties, be incompatible with or impair their efficiency on the job. The Sheriff shall regulate the hours of outside employment.
- 2.15-2. Employees shall advise the Sheriff of their plans to engage in outside work and shall supply him/her with full information about such work through written applications or other means specified by the Sheriff. Copies of such information shall be maintained. Outside work shall not interfere with the availability of employee for emergency call-in duty. There shall be no Worker's Compensation, sick leave or paid time off (PTO) payment to any individual injured in the course of outside employment.
- 2.15-3. Portions of the official uniform will not be worn during outside employment unless prior concurrence by the Sheriff has been obtained.

2.16 Uniform

- 2.16-1. The uniform of the employees of the Sheriff's Department shall be that which has been accepted by the Minnesota Sheriff Association as to design and cut.
- 2.16-2. All badges, rank insignia, belts, handcuffs, caps, holsters, and all types of weapons and bullet cases, etc., will be provided by the County of Olmsted and will be considered permanent property of said County. Raincoats and winter type parkas and quilted vests will also be provided by the County of Olmsted and will remain property of the County.
- 2.16.3. Upon termination of employment, articles of clothing under the clothing allowance shall be turned into the Sheriff's Department. Shoes shall be only exception to this rule.

2.17 Director Classification

The classification of Director of Law Enforcement Services and Director of Detention Services are not filled or vacated by promotion or reduction. The Sheriff shall appoint as Director an employee who has at least seven (7) years' experience in the Department



2.17 Director Classification (continued)

or rank of Captain. He/she shall serve at the pleasure of the Sheriff. The Director remains subject to the Civil Service Rules and Regulations during this assignment. He/she shall continue to hold the position classification of the job held at the time of appointment, on an inactive status. He/she may be considered for promotion, through proper examination, to a position of higher grade. Upon termination of the assignment to Director, the employee will return to the position that he/she left, or to a higher graded position in the event of promotion. If there is an excess number of employees in the classification the employee is scheduled to return to, reductions shall be made in accord with the Rules and Regulations.

### 3.0 CHAIN OF COMMAND

The chain of command of for the Sheriff's Department shall be as follows:

Sheriff	
<u>Law Enforcement</u>	<u>Adult Detention</u>
Director (by seniority)	Director (by seniority)
Captain	Captain
Sergeant	Detention Sergeant
Detective	Detention Corporal
Deputies	Detention Deputies
Executive Assistant	Clerical Supervisor
Lead Fleet Maintenance Mechanic	
Training Records Technician	
Civil Division and Clerk Specialist (by seniority)	
Fleet Maintenance Mechanic (by seniority)	
Senior Clerk Typists (by seniority)	
Fleet Maintenance (by seniority)	

It shall be the duty of each employee to ascertain just where he/she stands on the Seniority roster and to immediately assume command if and when the situation demands.

## 4.0 JOB DESCRIPTIONS

### 4.1

#### DIRECTOR OF LAW ENFORCEMENT SERVICES

##### NATURE OF WORK:

Responsible under the direction of the County Sheriff for the prevention of crime, and the protection of property, and in addition, has full responsibility for the operation of the County Sheriff's Department and the direction of its personnel in the absence of the County Sheriff. Perform related work as required.

##### EXAMPLES OF WORK: (Illustrative Only)

Assists the Sheriff with administrative and budgetary duties (D6)  
Checks duty roster (C5)  
Inspects staff for appearance and gives any special instruction required (C5)  
Makes and directs investigations of crimes and collects evidence (C5)  
Makes investigations of complaints of citizens regarding the behavior of unknown and known persons (C5)  
Questions suspects and witnesses (C4)  
Investigates reports of fights or other activities, which disturb the peace (C4)  
Makes arrests using only the force necessary to bring the suspect or suspects to the county jail (C4)  
Assists other law enforcement agencies and officials in carrying out their duties (C5)  
Directs the work of Deputy Sheriffs in carrying out above duties (C5)  
Prepared and capable of giving assistance, direction or advice to all subordinates (C5)

##### KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

Thorough knowledge of state laws relating to criminal acts and the control of the behavior of citizens  
Thorough knowledge of highway regulations and what constitutes a violation  
Thorough knowledge of modern police practices and methods  
Thorough knowledge of approved techniques, principles and practices of police work  
Thorough knowledge of municipal, state and federal criminal laws and codes  
Considerable knowledge of the types and uses of communication and automotive equipment used in modern police work  
Considerable knowledge of scientific methods of crime detection and criminal identification  
Good knowledge of what constitutes evidence in the prosecution of a criminal violation  
Knowledge of process serving, mortgage foreclosure and levying on property  
Ability to be courteous and considerate in dealing with the general public  
Ability to direct traffic and handle crowds  
Ability to effectively direct the work of other officers  
Ability to plan, organize and direct the work of all subordinates performing varied functions of the department  
Ability to participate in training and instructional programs and procedures for subordinate employees  
Ability to analyze operating records and reports for the planning and development of department activities and programs  
Ability to work tactfully and effectively with the public officials and the general public and to present ideas clearly in oral and written form  
Ability to lead and have the respect of fellow officers  
Ability and skill in planning and checking on work of subordinates  
Ability to delegate details to others and to supervise and control their activities  
Ability to issue intelligible directions and orders and secure their execution  
Ability to apply good judgment and practical sense to the work of the Sheriff's Department  
Aptitude for leadership

##### QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Rank of Captain or at least seven years of experience as a Deputy Sheriff. Excellent health, no physical disabilities which would interfere with performance of the job. Reputation as responsible, reliable citizen. Considerable responsible police experience, including some experience in supervisory positions, preferable supplemented by completion of courses in police administration. Graduate of FBI Academy desirable but not required.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three (3) years

12/03 (D61-2)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be constructed as an exhaustive list so all responsibilities, duties and skills required of personnel so classified.

\* 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.

\*\*In compliance with the Americans with Disabilities Act the following represents the Physical/Environmental Demands: This position requires a majority of time sitting. Objects to be lifted or carried are usually no more than ten (10) pounds. Work may involve some twisting, crouching, kneeling, stooping and reaching. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Requires simultaneous use of hands for typing and data entry. Operation of motor vehicle required. No adverse working conditions.

FLSA Status: Exempt  
EEO Job Category: Professional  
Labor Group: Supervisory  
DOT Code: 372.167-018 GOE: 04.01.01, Strength: S, GED:R4 M3 L4, SVP:7, DLU:77

## DIRECTOR OF DETENTION SERVICES

NATURE OF WORK:

Under the direction of the County Sheriff is responsible for the supervision of staff and the protection of detention clients, and in addition, has full responsibility for the operation and maintenance of the County Sheriff's Department Adult Detention Facility and the direction of its personnel in the absence of the County Sheriff. Perform related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Sheriff with administrative and budgetary duties for the Detention Center (D6)  
 Checks duty roster and develops work schedules (C5)  
 Inspects staff for appearance and gives any special instruction required (C4)  
 Reviews commitment orders of new inmates to ensure that legal requirements are met (C5)  
 Classifies and segregates inmates according to status, such as pretrial, under-sentence, work release (C5)  
 Communicates with Court officials to ensure availability of inmates for trials or hearings (C4)  
 Investigates reports of fights or other activities, which disrupt the Detention Center (C4)  
 Evaluates the work of subordinates and takes disciplinary measures for inefficiency or violation of regulations (C5)  
 Assists other law enforcement agencies and officials in carrying out their duties (D6)  
 Directs the work of Detention Deputies in carrying out above duties (C4)  
 Prepared and capable of giving assistance, direction or advice to all subordinates (C4)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

Thorough knowledge of state laws relating to criminal acts and the control of the behavior of citizens  
 Thorough knowledge of municipal, state and federal criminal laws and codes  
 Thorough knowledge of modern detention and correctional practices and methods  
 Thorough knowledge of approved techniques, principles and practices of police work  
 Considerable knowledge of the types and uses of communication and security equipment used in a detention facility  
 Good knowledge of what constitutes evidence in the prosecution of a criminal violation  
 Ability to be courteous and considerate in dealing with the general public  
 Ability to effectively direct the work of other officers  
 Ability to plan, organize and direct the work of all subordinates performing varied functions of the department  
 Ability to participate in training and instructional programs and procedures for subordinate employees  
 Ability to analyze operating records and reports for the planning and development of department activities and programs  
 Ability to work tactfully and effectively with the public officials and the general public and to present ideas clearly in oral and written form  
 Ability to lead and have the respect of fellow officers  
 Ability and skill in planning and checking on work of subordinates  
 Ability to delegate details to others and to supervise and control their activities  
 Ability to issue intelligible directions and orders and secure their execution  
 Ability to apply good judgment and practical sense to the work of the Sheriff's Department  
 Aptitude for leadership

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Rank of Captain or at least seven years' experience as a Deputy Sheriff. Excellent health, no physical disabilities which would interfere with performance of the job. Reputation as responsible, reliable citizen. Considerable responsible police experience, including some experience in supervisory positions, preferable supplemented by completion of courses in police administration. Graduate of FBI Academy desirable but not required.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three (3) years

12/03 (D61-2)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be constructed as an exhaustive list so all responsibilities, duties and skills required of personnel so classified.

\*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.

\*\*In compliance with the Americans with Disabilities Act the following represents the Physical/Environmental

Demands: This position requires a majority of time sitting. Objects to be lifted or carried are usually no more than ten (10) pounds. Work may involve some twisting, crouching, kneeling, stooping and reaching. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Requires simultaneous use of hands for typing and data entry. Operation of motor vehicle required. No adverse working conditions.

FLSA Status: Exempt  
EEO Job Category: Professional  
Labor Group: Supervisory  
DOT Code: 372.167-018 GOE: 04.01.01, Strength: S, GED:R4 M3 L4, SVP:7, DLU:77

## DEPUTY SHERIFF – CAPTAIN (Traffic, Detective, Civil)

NATURE OF WORK:

Supervision of deputies assigned to the traffic, detective and civil divisions for law enforcement work in the County, and participation in same. Responsible under the laws for apprehension of criminals, the prevention of crime and the protection of property and all traffic functions. Responsible for the immediate supervision of assigned personnel through the performance of varied duties.

EXAMPLES OF WORK: (Illustrative Only)

Manages a staff of Sergeants engaged in enforcing traffic laws (C5)

Ensures fair and consistent enforcement of traffic laws (C4)

Checks roll at the beginning of a shift, inspect officers for appearance, and gives any special instructions to be followed during the shift (B2)

Instructs personnel in proper work methods and techniques and assumes responsibility for training men assigned to the shift (C4)

As assigned, trains and supervises adult training people assigned to the shift. As assigned, trains and supervises adult school crossing guards, civilian auxiliary deputies, and others, in law enforcement techniques. (C4)

Reviews reports, materials and evidence prepared by deputies and prepares and submits reports and evidence as necessary (C4)

Gives advice in questionable cases regarding department jurisdiction and authority and action to be taken (C4)

Makes and directs investigations of crime and collects evidence (C4)

At the scene of highway accidents, gives first aid to the injured and directs traffic, takes statements from witnesses and makes measurements and diagrams of the accident and may assist the state highway patrol in carrying out these duties (C4)

Signs all misdemeanor and gross misdemeanor complaints issued by County Attorney resulting from citations issued by deputy sheriffs (B2)

Meets with citizens to listen to complaints or problems and take appropriate action to resolve or diffuse them (C4)

Reviews new local, State and Federal laws and regulations to set policies and procedures to ensure compliance (C4)

Performs related work as may be required (U)

Assigns detectives to investigate specific problems and cases and examines their records and reports to determine accuracy and completeness of information (C4)

Personally investigates difficult or complex cases and investigates a variety of complaints (C4)

Prepares cases for and assists subordinates in preparation of evidence (C4)

Searches and apprehends violators (C4)

Interviews suspects, prisoners, complainants and witnesses to obtain information about crime (C4)

Directs specialized types of investigations (C4)

Prepares a variety of records and reports relating to the activities of the detective division. (B2)

Investigates all liquor license applications in County and recommends approval or disapproval of the applications (C4)

Evaluates performance of staff at end of probationary period and decides if individual will become permanent.

Evaluates performance of permanent staff annually, or as required, and may recommend promotion, disciplinary action or firing. (C5)

KNOWLEDGE AND ABILITIES REQUIRED:

Thorough knowledge of State laws relating to criminal acts and the control of crowds and behavior of individuals in a crowd

Thorough knowledge of highway regulations and what constitutes a violation

Thorough knowledge of what constitutes evidence in the prosecution of a criminal violation

Thorough knowledge of modern police practices and methods

Good knowledge of first aid

Complete knowledge of the rules and regulations of the Sheriff's Department

Knowledge of modern methods of detection, identification and investigation

Knowledge and skill in use of firearms

Complete knowledge with traffic control principles

Thorough knowledge of entire County area and complete familiarity with the laws, ordinances, rules and regulations affecting the Sheriff's work in Olmsted County

Ability to act quickly and decisively under difficult circumstances

Ability to direct traffic and handle crowds

Ability to be courteous and considerate in dealing with the general public

Ability to effectively direct the work of other deputies

Ability to assume responsibility for the operation of the entire department in the absence of the Sheriff or the Chief Deputy

Ability to analyze unusual department problems and to adopt effective measures for their solution

Ability to plan and direct the work of department personnel on an assigned shift

Ability and skill in use of firearms

Ability to make intelligent reports

Ability to meet the public with tact and courtesy, but when the occasion demands, with firmness  
Ability to understand and carry out complex directions, both oral and written  
Ability to instruct deputies and other persons in law enforcement techniques and work methods  
Ability to prepare, review and maintain a variety of operating reports and records  
Ability to evaluate correctly and report on the performance of deputies  
Work is performed in accordance with departmental rules, regulations and procedures and oral instructions from the Sheriff or the Chief Deputy, but employee is required to apply sound judgment based on experience in the department in meeting work problems and in interpreting departmental policies

**QUALIFICATIONS OF EDUCATION AND EXPERIENCE:**

Rank of sergeant or five (5) years' experience in the Olmsted County Sheriff's Department, and successful completion of promotional exam. Preferably supplementary training in police methods and principles by attendance at appropriate police schools. Social and general intelligence. Medical and physical fitness.

- Reputation as a responsible citizen and successfully passing the required physical examination
- Preferably supplementary training at the FBI Academy
- Considerable working experience in the department including experience in criminal investigation
- Good general physical condition and stamina
- Individuals required to use County vehicles and equipment must have a valid Driver's license and be free of any major traffic violations for the last three (3) years.

Regular and reliable attendance is a necessary component of job/position.

6/14 (C52-3)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*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.

\*\*In compliance w/the Americans w/Disabilities Act the following represents the physical/Environmental Demands:

Physical Demands: This position requires a majority of time (up to 75 %) spent in a seated position. Some standing or walking is required and objects to be lifted or carried are rarely more than fifty (50) pounds. Adverse movement such as reaching or bending required. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Fine motor skills are necessary for repetitive activities such as writing and computer work. Ability to operate a motor vehicle is required.

FLSA Status: Exempt  
EEO Job Category: Protective Service  
Labor Group: Supervisory  
DOT Code: 377.137-014, GOE; 04.01.01, Strength; S, GED; R4 M3 L4, SVP; 8, DLU 77

## DIRECTOR OF HOMELAND SECURITY AND EMERGENCY OPERATIONS

NATURE OF WORK:

Under the general direction of the Sheriff, and with input from I.E.M.S. Team, the Community Emergency Management Coordinator is a specialized position performing administrative work involved in planning, programming, coordinating and promoting all aspects of countywide emergency efforts in the event of a disaster. This employee performs difficult and advanced duties in disaster planning and is responsible for coordinating specific phases of the County's Emergency Management program, such as preparedness, response, recovery, mitigation and continuity of governmental services.

EXAMPLES OF WORK: (Illustrative Only)

Serves as the County's liaison and knowledge expert on emergency management and homeland security issues. Interprets, coordinates, prepares, implements and supervises grant applications (C5)  
 Provides staff support to the Sheriff's Department and County Administration to coordinate actual or potential disaster preparedness for the County (C4)  
 Prepares and monitors the annual emergency management program budget (C4)  
 In coordination with the County's Legislative Analyst; reviews federal, state and local legislation, and develops legislative action plans with local County jurisdictions and legislators (C4)  
 Develops plans and oversees educational training for County and City staff and all others who part of the emergency operations plan (C4)  
 Documents emergency operations activities and ensures reporting compliance to all local, state and federal agencies (C4)  
 Coordinates the development and reporting of all threat assessment data for the County (C4)  
 Coordinates all Emergency Notification Programs, technology, and policies related to consistent communications with citizens, businesses and agencies (C4)  
 Coordinates the exchange of information between stakeholder departments within the City and County (C4)  
 Oversees the Emergency Operations Center: supervises Operations staff and volunteers. Ensures that the Emergency Operations Center is maintained and operational during times of emergency activation. (C5)  
 Recommends and authorizes hiring, transfer, suspension, promotion, discharge, assignment, rewards or discipline of employees, direction or work and adjustment of other employees' grievances on behalf of the employer (C5)  
 Conducts hazard, risk and capability assessments to determine the local government's ability for responding to, recovering from, and mitigating against a worst-case scenario disaster; identifies natural or man-made hazards existing at the local level (e.g., flooding, hazardous materials, extremist groups); identifies key government or economic buildings that may be susceptible to hazards or risks; determines the potential risk of a disaster occurring due to the existing hazards and the potential effects of a disaster on citizens (C5)  
 Writes and updates Emergency Operations Plan, Terrorism Plan and Chemical Response Plan (C4)  
 Conduct tests of telecommunications, radiological, and other emergency operations equipment (C4)  
 May coordinate or assist with fixed assets design, purchase, and installation; and assist in maintaining division budget and inventory control (C4)  
 Acts as primary point of contact and communication with the State of Minnesota Department of Emergency Management (DEM) and the federal Emergency Management Agency (FEMA) representative (C4)  
 Responsible for maintaining compliance with all DEM and FEMA regulations, directives and reporting requirements (C4)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of Federal, State and local regulations and guidelines related to emergency management and disaster assistance  
 Thorough knowledge Federal, State and local emergency systems and agencies, to include law enforcement, fire prevention, and emergency medical services  
 Considerable knowledge of budgeting, grant writing, and procurement procedures  
 Considerable knowledge of communications systems, computer applications and software utilization.  
 Knowledge of standard office procedures  
 Knowledge of hazardous materials  
 Knowledge of procedures and techniques for the provision of outreach services  
 Skilled in keyboarding and the use of a personal computer and the software required  
 Skilled in the development of emergency response drill and exercise programs  
 Skilled in organizing resources and establishing priorities  
 Skilled in examining and re-engineering operations and procedures, formulating policy and developing and implementing new strategies and procedures  
 Ability to operate a motor vehicle  
 Ability to diffuse highly stressful/confrontational situations  
 Ability to define problems collects data, establish facts and draw valid conclusions  
 Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry



Ability to take charge of a given situation  
Ability to listen and remain objective  
Ability to write effectively  
Ability to understand and give instructions and to execute or delegate in the completion of tasks  
Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and/or County Board  
Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables  
Ability to work long shifts over extended periods of time during an emergency situation  
Ability to establish and maintain effective working relationships with city/county agencies, civic group, and other interested organizations  
Ability to provide effective professional contribution and collaboration at a state/national level within area of expertise  
Ability to respond outside of normal working hours on an on-call pager basis

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in Emergency Administration, Public Administration, Public Safety, or closely related field and six years of increasingly responsible professional experience in the areas listed in the job description with three of those years in a supervisory role.

OR

Graduation from an accredited college or university with an associate's degree in a related field and qualifying full-time emergency management work, professional natural resources protection, supervision of law enforcement, fire fighting, emergency medical services, or military planning and communications at a rank of sergeant (E-7) or higher may be substituted for the required education and experience, on a year-for-year basis, to a maximum of four years and four years in a supervisory role.

OR

The rank of Captain and four years of supervisory experience.

Master's Degree in a related field may be substituted for 2 years of experience.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three (3) years

2/05 (C52-2)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*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.

\*\*In compliance w/the Americans w/Disabilities Act the following represents the Physical/Environmental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to walk. Employee operates agency vehicles to support and to respond to disaster situations as may arise. Weights of objects to be lifted carried or pushed/pulled will be fifty (50) pounds or less. Climbing and walking on uneven, rough terrain while using hands, wrists, and fingers to do tasks. Specific vision abilities required by this job include close vision and the ability to adjust focus. Inside and outside exposure to noise, heat and cold.

FLSA Status: Exempt  
EEO Job Category: Protective Service  
Labor Group: Supervisory  
DOT Code: 377.137-014, GOE; 04.01.01, Strength; S, GED; R4 M3 L4, SVP; 8, DLU 77

## DETENTION CAPTAIN

NATURE OF WORK:

Supervision of detention deputies assigned to the Adult Detention Facility. Directs all operational activities of the facility on a day-to-day basis. Assists the Director in the development and administration of the facilities budget. Responsible for the immediate supervision of assigned personnel through the performance of varied duties. Acts in the absence of the Director.

EXAMPLES OF WORK: (Illustrative Only)

Checks all bookings and releases. Reviews population report for detainees that could be released by seeking alternative treatment programs (C4)

Manages a staff of sergeants and deputies engaged in the incarceration of criminals (C5)

Does a walk through the entire ADC, secure holding area on the court floors and discusses findings with staff (C4)

Ensures fair and consistent enforcement of laws (C5)

Gives any special instructions to be followed during the shift. Instructs personnel in proper work methods and techniques and assumes responsibility for training men assigned to the shift (C4)

Reviews reports, materials and evidence prepared by deputies and prepares and submits reports and evidence as necessary (C4)

Gives advice in questionable cases regarding department jurisdiction and authority and action to be taken (C5)

Reviews new local, State and Federal laws and regulations to set policies and procedures to ensure compliance (C4)

Acts as hearing officer on detainee disciplinary appeals (C4)

Prepares a variety of records and reports relating to the activities of the Adult Detention Facility (C4)

Evaluates performance of staff at end of probationary period and decides if individual will become permanent (C4)

Evaluates performance of regular staff annually, or as required, and may recommend promotion, disciplinary action or firing (C5)

Performs related work as may be required (U)

KNOWLEDGE AND ABILITIES REQUIRED:

Thorough knowledge of State laws relating to criminal acts

Thorough knowledge of what constitutes evidence in the prosecution of a criminal violation

Good knowledge of first aid

Complete knowledge of the rules and regulations of the Sheriff's Department

Thorough knowledge of ADC facility area and complete familiarity with the laws, ordinances, rules and regulations affecting the Sheriff's work in Olmsted County

Ability to act quickly and decisively under difficult circumstances

Ability to be courteous and considerate in dealing with the general public

Ability to effectively direct the work of other deputies

Ability to assume responsibility for the operation of the entire facility in the absence of the Director

Ability to analyze unusual department problems and to adopt effective measures for their solution

Ability to plan and direct the work of department personnel on an assigned shift

Ability to make intelligent reports

Ability to meet the public with tact and courtesy, but when the occasion demands, with firmness

Ability to understand and carry out complex directions, both oral and written

Ability to instruct deputies and other persons in law enforcement techniques and work methods

Ability to prepare, review and maintain a variety of operating reports and records

Ability to evaluate correctly and report on the performance of deputies

Work is performed in accordance with departmental rules, regulations and procedures and oral instructions from the Sheriff or the Director, but employee is required to apply sound judgment based on experience in the department in meeting work problems and in interpreting departmental policies

QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Rank of sergeant or at least five years' experience in the ADC, and successful completion of promotional exam.

Reputation as a responsible citizen. Preferably supplementary training in correctional methods and principles by attendance at appropriate schools. Social and general intelligence. Medical and physical fitness. Successfully completing the prescribed examination requirements per the Sheriff's Civil Service Commission rules.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three (3) years

6/03 (C51-2)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*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.

\*\*In compliance w/ the Americans with Disabilities Act the following represents the Physical/Environmental Demands: This position requires a majority of time (up to 70%) spent walking and sitting. Some standing is required and objects of usually no more than fifty (50) pounds need to be lifted, carried or pushed. Adverse movements such as stooping, kneeling or crouching are often required. Simultaneous/repetitive use of both hands is required for writing and data entry. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively.

FLSA Status:	Exempt
EEO Job Category:	Protective Service
Labor Group:	Supervisory
DOT Code:	377.137-014, GOE; 04.01.01, Strength; S, GED; R4 M3 L4, SVP; 8, DLU 77

DEPUTY SHERIFF - SERGEANT  
(Traffic - Training)

NATURE OF WORK:

Under general supervision of a Captain, supervises and participates in an assigned shift engaged in law enforcement work in the entire county. Supervises the enforcement of laws, apprehension of criminals, prevention of crime and protection of property on an assigned shift. Patrols an assigned beat or area in an automobile equipped with two-way radio.

EXAMPLES OF WORK: (Illustrative Only)

Makes and directs investigations of crimes and collects evidence (C4)  
 At the scene of highway accidents gives first aid to the injured and directs traffic (C4)  
 Takes statements from witnesses and makes measurements and diagrams of the accident (B2)  
 Makes investigations of complaints of citizens regarding the behavior of unknown or known persons (C4)  
 Questions suspects and witnesses (C4)  
 Investigates reports of fights or other activities, which disturb the peace (C4)  
 Makes arrests using only the force necessary to bring suspects to the county jail (C4)  
 Assists other law enforcement agencies and officials in carrying out their duties (C4)  
 Directs the work of deputy sheriffs in carrying out the above duties and performs performance evaluations on subordinates (C5)  
 Orients and trains new sheriff's deputies, and organizes training programs. Coordinates materials, rooms and equipment for training sessions (C4)  
 Evaluates training courses. Promotes training activities. May conduct training needs assessments. Reviews educational material for distribution to Sheriff staff (C4)  
 Writes reports, develops informational material, pamphlets and brochures in upcoming training programs. Maintains a list of outside training opportunities (B2)  
 Oversees the ship's store and the ordering of supplies (B2)  
 Recommends and authorizes hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of employees, direction of the work and adjustment of other employees' grievances on behalf of the employer (C5)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of state laws relating to criminal acts and the control of the behavior of citizens  
 Thorough knowledge of highway regulations and what constitutes a violation  
 Good knowledge of modern police practices and methods  
 Good knowledge of what constitutes evidence in the prosecution of a criminal violation  
 Good knowledge of first aid  
 Knowledge of the principles, practices and procedures of radio communications work and of Federal Communications  
 Knowledge of pertinent federal and state laws and municipal ordinances  
 Ability to act quickly and decisively under difficult circumstances  
 Ability to direct traffic and handle crowds  
 Ability to be courteous and considerate in dealing with the general public  
 Ability to effectively direct the work of others  
 Ability to use tact and good judgment  
 Ability to treat the public with firmness when the occasion demands  
 Ability and skill in the use of firearms  
 Ability to prepare clear and comprehensive reports  
 Ability to apply pertinent federal and state laws and municipal ordinances  
 Ability to understand and carry out oral and written instructions  
 Ability to plan, organize and direct the work of deputies on an assigned shift in the absence of the Captain  
 Aptitude for leadership  
 Commission rules and regulations governing receipt and transmission of radio messages as they pertain to the department

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Excellent health, no physical disabilities that interfere with performance, successfully passing the promotional exam.  
 High school diploma and four (4) years' experience as an Olmsted County deputy sheriff.

- Reputation as a responsible citizen and successfully passing the required physical examination
- Preferably supplementary training at the FBI Academy
- Considerable working experience in the department including experience in criminal investigation
- Good general physical condition and stamina
- Individuals required to use County vehicles and equipment must have a valid Driver's license and be free of any major traffic violations for the last three (3) years.

Regular and reliable attendance is a necessary component of job/position

6/14 (C51-3)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\* 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.

\*\*In compliance w/the Americans w/Disabilities Act the following represents the physical/Environmental Demands:  
Physical Demands: This position requires a majority of time (up to 75 %) spent in a seated position. Some standing or walking is required and objects to be lifted or carried are rarely more than fifty (50) pounds. Adverse movement such as reaching or bending required. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Fine motor skills are necessary for repetitive activities such as writing and computer work. Ability to operate a motor vehicle is required.

FLSA STATUS: Exempt  
EEO JOB CATEGORY: Protective Services  
LABOR GROUP: Supervisory  
DOT CODE: 375.133-010, GOE; 04.01.01, Strength; L, GED; R4 M3 L3, SVP; 8, DLU 78

## DEPUTY SHERIFF – DETECTIVE

NATURE OF WORK:

Under general supervision of the Chief Deputy, directs the activities of the criminal investigation unit of the department and performs difficult criminal investigational activities. Work involves responsibility for the effective direction of crime detection activities.

EXAMPLES OF WORK: (Illustrative Only)

Assigns staff to investigate specific problems and cases and examines their records and reports to determine accuracy and completeness of information (C4)

Personally investigates difficult or complex cases and investigates a variety of complaints (C4)

Prepares cases for and assists subordinates in preparation of evidence (C4)

Advises and instructs detectives generally and specifically in the performance of their assigned duties (C4)

Searches and apprehends violator (C4)

Interviews suspects, prisoners, complainants and witnesses to obtain information about crime (C4)

Directs specialized types of investigations (C4)

Prepares a variety of records and reports relating to the activities of the detective division (B2)

Investigates all liquor license applications in County and recommends approval or disapproval of the applications (C4)

Represents department at meetings, schools and conferences for professional development (B2)

Reviews new local, State and Federal laws and regulations to set policies and procedures to ensure compliance (C4)

Follows up on cases for other law enforcement agencies and the County Attorney (C4)

Performs related work as may be required (U)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of city, County, State and Federal laws relating to criminal acts and the control of the behavior of citizens

Knowledge of police sciences

Knowledge in proper procedures in marking and preserving evidence obtained

Knowledge of the making of plaster casts

Good knowledge of what constitutes evidence in the prosecution of a criminal violation

Good knowledge of first aid

Thorough knowledge of the rules and regulations of the Department

Thorough knowledge of modern methods and practices of criminal investigation and identification

Considerable knowledge of pertinent federal and state laws and municipal ordinances

Considerable knowledge of the county and cities and of the economic and social characteristics of various sections

Ability to photograph, process for latent fingerprints

Ability to be courteous and considerate in dealing with general public

Ability to judge human nature and motivation of individuals with tendency to crime

Ability to sift information to ascertain what is material to the case at hand and what may be intentionally or inadvertently injected into the interrogation to confuse the detective

Ability to develop poise and self-control to a fine degree in order to always be in charge of the interrogation of suspects

Ability to apply pertinent federal and state laws and municipal ordinances

Ability to assign and supervise effectively subordinate personnel and to advise them in the proper and most practical methods of conducting investigational and crime detection activities

Ability to obtain information through interrogation and to determine appropriate action

Ability to deal with the public firmly and courteously and to establish and maintain effective public relations, so as to obtain the cooperation of the public

Ability to prepare, review and maintain a variety of operating reports and records

Ability to evaluate and correctly report upon the performance of subordinate personnel

Ability and skill in the use of firearms and other departmental equipment

Ability to train the detectives under him

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Rank of sergeant or three (3) years' experience in the Sheriff's Department and successful completion of the promotional exam

- Reputation as a responsible citizen and successfully passing the required physical examination
- Preferably supplementary training at the FBI Academy
- Considerable working experience in the department including experience in criminal investigation
- Good general physical condition and stamina
- Individuals required to use County vehicles and equipment must have a valid Driver's license and be free of any major traffic violations for the last three (3) years.

Regular and reliable attendance is a necessary component of job/position.

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\* 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.

\*\*In compliance w/the Americans w/Disabilities Act the following represents the physical/Environmental Demands:  
Physical Demands: This position requires a majority of time (up to 75 %) spent in a seated position. Some standing or walking is required and objects to be lifted or carried are rarely more than fifty (50) pounds. Adverse movement such as reaching or bending required. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Fine motor skills are necessary for repetitive activities such as writing and computer work. Ability to operate a motor vehicle is required.

FLSA STATUS:	Non-Exempt
EEO JOB CATEGORY:	Protective Services
LABOR GROUP:	Deputy Sheriff's Association
DOT CODE:	376.367-014, GOE; 04.02.02, Strength; L, GED; R3 M2 L3, SVP; 4, DLU 77

## INVESTIGATOR – FINANCIAL EXPLOITATION

NATURE OF WORK:

Under general supervision of a Deputy Sheriff Sergeant and with guidance from the Adult Protective Services (APS) Supervisor, conducts data analysis and financial investigations into complex cases of fraud and financial exploitation against vulnerable adults. Examines, analyzes and quantifies public and third party data. Testifies concerning financial misrepresentation, omissions and fraud in APS cases alleging financial exploitation against a vulnerable adult. Compiles and prepares reports, confers with APS, Minnesota Attorney General's Office and the Olmsted County Attorney's office, makes recommendations, prepares exhibits and attends court proceedings.

EXAMPLES OF WORK :( Illustrative Only)

Investigates cases of suspected financial exploitation of vulnerable adults (C4)  
 Interviews suspects and witnesses to obtain information about crime (C4)  
 Prepares a variety of records and reports (B2)  
 Participates in unit and community collaboration meetings (U)  
 Collaborates with APS staff as part of the APS team (U)  
 Reviews new local, state, and federal laws and regulations to set policies and procedures to ensure compliance (C4)  
 Follows up on cases for other law enforcement agencies and the County Attorney (C4)  
 Prepares cases in preparation of evidence (C4)  
 Performs related work as assigned (U)

KNOWLEDGE AND ABILITIES REQUIRED:

Thorough knowledge of city, county, state and federal laws and municipal ordinances related to criminal acts of financial exploitation  
 Thorough knowledge of APS statutes, rules, regulations, codes and policies governing the investigation of financial exploitation  
 Knowledge of what constitutes evidence in the prosecution of a criminal violation  
 Knowledge of county and city economic and social characteristics  
 Skill in the use of accounting principles as they related to investigating financial exploitation  
 Skill in the use of modern methods and practices of criminal investigation and identification  
 Skill in the use of computers and technology  
 Ability to effectively prioritize work and manage time  
 Ability to testify in court  
 Ability to be courteous and considerate when dealing with the public  
 Ability to establish and maintain effective working relationships with others  
 Ability to obtain information through interrogation and to determine appropriate action  
 Ability to prepare, review and maintain a variety of reports and records  
 Ability to effectively communicate both orally and in writing

MINIMUM QUALIFICATION OF EDUCATION AND EXPERIENCE:

Associates degree from an accredited college in law enforcement and four (4) years of full time experience in law enforcement.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.

Required Special Qualifications  
 Must have current Minnesota Peace Office License

Desirable Qualifications  
 Experience working with criminal investigations is preferred.

06/17 (C42) C42IVR

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*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

\*\*In compliance w/the Americans w/Disabilities Act the following represents the physical/Environmental Demands:  
 This position may require a majority of time (up to 75 %) spent in a seated position, riding/driving in a car. Some



standing or walking is required and objects to be lifted or carried are rarely more than fifty (50) pounds. Adverse movement such as reaching or bending required. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Fine motor skills are necessary for repetitive activities such as writing and computer work. Ability to operate a motor vehicle is required.

<b>Function:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%-74%</b>	<b>75% or more</b>
Office environment				X
Outdoors environment	X			
Law enforcement				X
Exposure to weather	X			
Sitting				X
Standing, walking		X		
Reaching, pulling	X			
Typing/data entry				X
Talking			X	
Hearing	X			
Operate vehicle	X			
Close vision, depth perception, accommodation, field of vision			X	
Distance and color vision	X			
Sedentary (exert up to 10 pounds of force)				X
Use of weapons				X
C42-3				

FLSA Status: Non-Exempt  
 EEO Job Category: Protective Service Workers  
 Labor Group: Non-Contract

## DEPUTY SHERIFF

NATURE OF WORK:

Under direction of the Sheriff, enforces State and local laws, apprehends criminals, prevents crime, serves civil processes, and protects property.

EXAMPLES OF WORK :( Illustrative Only)

Investigates complaints, disturbances and crimes and collects evidence (C4)

Questions suspects and witnesses. Takes statements from witnesses and makes measurements and diagrams of the accidents (C4)

Makes arrests using only the force necessary to bring suspects to the County Jail (C4)

Assists other law enforcement agencies, such as the State Highway Patrol, and officials in carrying out their duties (C4)

Serves civil processes as assigned (B2)

May act as records deputy in filing and keeping complaint index, fingerprinting, photographing and preparation of criminal histories, prepares reports for F.B.I. and Bureau of Criminal Apprehension, and relieves officer in charges (B2)

Upon assignment, acts as substitute sergeant, receives calls, operates radio emergency equipment and supervises jail routine (C4)

Patrols an assigned area in a radio equipped patrol car and enforces traffic laws (B2)

Upon assignment, develops training programs for the department to ensure other sheriff's deputies are trained in proper use of equipment and understanding of current policies and procedures (C4)

Upon assignment to a special case, may supervise other law enforcement officers (C4)

Meets with citizens individually or collectively, to discuss crime resistance programs such as personnel protection, home security systems and business security systems (C4)

Responds to emergency and non-emergency calls and provides necessary assistance (C4)

KNOWLEDGE AND ABILITIES REQUIRED:

Good knowledge of state laws relating to criminal acts and the control of the behavior of citizens

Good knowledge of highway regulations and what constitutes a violation

Good knowledge of modern police practices and methods

Good knowledge of first aid and CPR

Good knowledge of serving of civil processes and responsibility and authority of Sheriff's Department in this function

Working knowledge of what constitutes evidence in the prosecution of criminal violations

Knowledge of modern methods of detection, identification and investigation

Thorough knowledge of entire county area and of county regulations

Some knowledge of state laws and city and county ordinances

Ability to direct traffic and handle crowds

Ability to act quickly and decisively under difficult circumstances

Ability to treat the public courteously and with firmness when the occasion demands

Ability to make intelligent reports

Ability to understand and carry out effectively both oral and written instructions

Ability to develop skill in the use of firearms and other equipment of the department

Ability to act quickly and calmly in emergencies

Skill in the use of firearms

Courteous and considerate in dealing with the general public

Social and general intelligence

Physical fitness and hardiness, tact, good character and good judgment

General aptitude for crime prevention work

MINIMUM QUALIFICATION OF EDUCATION AND EXPERIENCE:

High school graduate or equivalent.

- Reputation as a responsible, reliable citizen.
- Excellent health, no physical disabilities which would interfere with performance of the job.

The physical weight and height of an applicant shall be found as appropriate and consistent with the job performance characteristics required of the position and so certified by the physician providing the physical examination of the applicant. Meet all the requirements as set by the Minnesota Peace Officers Standards and Training Board. Successfully completing the prescribed examination requirements per the Sheriff Civil Service rules.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota Driver's license and be free of any major traffic violations for the last three years.

06/03 (C42-3) C42DEP

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*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

\*\*In compliance w/the Americans w/Disabilities Act the following represents the physical/Environmental Demands:  
This position may require a majority of time (up to 75 %) spent in a seated position, riding/driving in a car. Some standing or walking is required and objects to be lifted or carried are rarely more than fifty (50) pounds. Adverse movement such as reaching or bending required. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Fine motor skills are necessary for repetitive activities such as writing and computer work. Ability to operate a motor vehicle is required.

FLSA Status:	Non-Exempt
EEO Job Category:	Protective Service
Labor Group:	Deputy Sheriff's Association
DOT Code:	377.263-010, GOE; 04.01.01, Strength; S, GED; R4 M3 L4, SVP; 8, DLU 77

## DETENTION SERGEANT

NATURE OF WORK:

Under supervision of the Director of Detention Services, is responsible for direction and supervision of Detention Officers in the caring and maintaining security and well-being of prisoners. This includes assigning duties to Detention Officers, directing the shifts work tasks, adjusting work grievances, disciplining and rewarding staff. Effectively recommend hiring, transferring suspending and promoting of staff. Directs staff in the supervision of inmates, conducting safety and security inspections, providing access to health care facilities, conducting housing, feeding, bedding, and well-being activities, and maintaining accurate intake, care and release records, including body searches, fingerprinting, photographing and work details.

EXAMPLES OF WORK: (Illustrative Only)

- Directs shift activities in the supervision and control of inmates, staff and visitors throughout the facility consistent with applicable post orders (C4)
- Oversees the detention unit, in monitoring inmate movement and activities, controls access and egress, assists Detention Officers in organizing and adequately performing activities consistent with applicable post orders (B3)
- Assures that Detention Officers are assigned to supervise visitation, screen all visitors to prevent unauthorized visitors, inspect and search for contraband, observe behavior of inmates and visitors to ensure appropriateness and compliance with regulations (C4)
- Conducts performance appraisals on Detention Officers. Has authority to reprimand orally or in writing. May initiate letters of commendation. Establishes work tasks and defines work areas and responsibilities. May interview and effectively recommend candidates/employees for employment, promotion and discharge. Is the first step in resolving grievances. (B3)
- Directs and oversees the intake and release of inmates. Ensures proper care is given to searches of arrestants, handling of inmate property, fingerprinting, and photograph, to ensure correct identification, maintain facility security, prevent property loss, and protect the civil rights of inmates and arrestants. (B3)
- Serves as a liaison to outside agencies, other County personnel and the general public (B3)
- Assists with budget activities (B2)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

- Knowledge of the State laws relating to criminal acts and the control of the behavior of citizens
- Knowledge of the custodial care and rights of prisoners
- Knowledge of supervisory principles and practices
- Knowledge of first aid and skilled in its application
- Knowledge of County regulations and general aptitude for dealing with prisoners
- Knowledge of the operation of department radio
- Ability to relate positively with staff and the general public
- Ability to act decisively under difficult circumstances
- Ability to type, photograph and fingerprint and teach those skills to subordinates
- Ability to treat the public courteously with firmness when the occasion demands
- Ability to make intelligent reports
- Ability to physically meet the demands of the job
- Ability to meet employee random/reasonable cause drug testing program

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Must have two years of experience as a Detention Officer before becoming eligible to take the Detention Sergeant examination. Must pass the required examinations.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three (3) years

4/12 (C43-2) C41DES

4/04 (C41-2)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*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.

\*\*In compliance w/ the Americans with Disabilities Act the following represents the Physical/Environmental Demands  
This position requires a majority of time (up to 70%) spent walking and sitting. Some standing is required and objects

of usually no more than fifty (50) pounds need to be lifted, carried or pushed. Adverse movements such as stooping, kneeling or crouching are often required. Simultaneous/repetitive use of both hands is required for writing and data entry. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively.

FLSA STATUS: Non-Exempt  
EEO JOB CATEGORY: Protective Service  
LABOR GROUP: Supervisory  
DOT CODE: 372.367-014, GOE; 04.02.01, Strength; L, GED; R3 M2 L2, SVP; 4, DLU 78

## DETENTION CORPORAL

NATURE OF WORK:

Under supervision of the Detention Sergeant, is responsible for administrative duties in directing Detention Deputies in the caring and maintaining security and well-being of detainees. This includes assigning duties to Detention Deputies and directing their work tasks. Directs staff in the supervision of detainees, conducting safety and security inspections, providing access to health care facilities, conducting housing, feeding, bedding and well-being activities, and maintaining accurate intake, care and release records, including body searches, fingerprinting, photographing and work details. Performs work responsibilities of a Detention Sergeant in their absence.

EXAMPLES OF WORK: (Illustrative Only)

Directs shift activities in the supervision and control of detainees, staff and visitors throughout the facility consistent with applicable post orders (B2)  
 Assures that Detention Deputies are assigned to supervise housing units, visitation, screen all visitors to prevent unauthorized visitors, inspect and search for contraband, observe behavior of detainees and visitors to ensure appropriateness and compliance with regulations (B2)  
 Establishes work tasks and defines work areas and responsibilities (B2)  
 Directs and oversees the intake and release of detainees (B2)  
 Ensures proper care is given to searches of arrestants, handling of inmate property, fingerprinting, and photograph, to ensure correct identification, maintain facility security, prevent property loss, and protect the civil rights of detainees and arrestants (B2)  
 Serves as a liaison to outside agencies, other County personnel and the general public (B2)  
 Performs and monitors detainee health care (B2)  
 Responds to various emergencies providing necessary assistance (B2)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

Knowledge of the custodial care and rights of detainees  
 Knowledge of first aid  
 Knowledge of County regulations and general aptitude for dealing with detainees  
 Knowledge of the operation of department radio  
 Ability to relate positively with staff and the general public  
 Ability to act decisively under difficult circumstances  
 Ability to type, photograph and fingerprint and teach those skills to Detention Deputies  
 Ability to treat the public courteously with firmness when the occasion demands  
 Ability to make intelligent reports  
 Ability to type or learn basic typing and data entry skills within 60 day period after employment  
 Ability to physically meet the demands of the job  
 Ability to meet employee random/reasonable cause drug testing program

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Must have one year of experience as an Olmsted County Detention Deputy before becoming eligible to take the Detention Corporal examination

Must pass all the required examination parts and serve a one year evaluation period

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three years.

03/08 (B24-2)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

\* 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.

\*\*In compliance w/the Americans w/Disabilities Act the following represents the physical/Environmental Demands:  
 Physical Demands: This position may require a majority of time (up to 75 %) spent in standing. Some standing or sitting is required and objects to be lifted or carried are rarely more than fifty (50) pounds. Adverse movement such as reaching or bending required. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Fine motor skills are necessary for repetitive activities such as writing and computer work

FLSA STATUS: Non-Exempt  
EEO JOB CATEGORY: Protective Service  
LABOR GROUP: Deputy Sheriff's Association  
DOT CODE: 372-367-014, GOE; 04.02.01, Strength; L, GED; R3 M2 L2, SVP; 4, DLU 78

## DETENTION DEPUTY

NATURE OF WORK:

Under supervision of the Detention Sergeant or Director of Detention Services, is responsible for caring and maintaining security and well-being of prisoners. This includes supervising inmates, conducting safety and security inspections, providing access to health care facilities, conducting housing, feeding, bedding and well-being activities, and maintaining accurate intake, care and release records, including body searches, fingerprinting, photographing and work details.

EXAMPLES OF WORK: (Illustrative Only)

- When assigned to the master control room; supervise and control movement of inmates, staff and visitors throughout the facility consistent with applicable post orders (B2)
- When assigned to the housing unit, monitors inmate movement and activities, controls access and egress, assists inmates in organizing and adequately performing housekeeping activities consistent with applicable post orders (B2)
- When assigned to supervise visitation, screen all visitors to prevent unauthorized visitors, inspect and search for contraband, observe behavior of inmates and visitors to ensure appropriateness and compliance with regulations (B2)
- When assigned to transportation duty, operate a motor vehicle in a safe manner and in compliance with operating standards and State regulations, use all security and restraint equipment provided for inmates in a correct and authorized manner to ensure against escapes and incidents (B2)
- When assigned to intake and release, conduct searches of arrestants, handle inmate property, fingerprint and photograph to ensure correct identification, maintain facility security and prevent property loss (B2)
- Performs and monitors detainee health care (B2)

MASTER CONTROL WORK: (Illustrative Only)

- Monitor multiple cameras located in the ADC and the government center (A1)
- Control movement of detainee population in the ADC hallways and corridors (B2)
- Monitor the movement of Detention staff and contract staff in the hallways and corridors, as well as movement to other floors of the government center via a secured elevator (B2)
- Initiate emergency procedures in the facility (B2)
- Facilitate emergency responders getting to location of incidents (B2)
- Answer public phone calls (A1)
- Responds to various emergencies providing necessary assistance (B2)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

- Ability to learn the State laws relating to criminal acts and the control of the behavior of citizens
- Ability to learn the custodial care and rights of prisoners
- Ability to learn first aid
- Ability to learn County regulations and general aptitude for dealing with prisoners
- Ability to relate positively with people
- Ability to act decisively under difficult circumstances
- Ability to type, photograph and fingerprint or to learn same in the minimum amount of time
- Ability to treat the public courteously with firmness when the occasion demands
- Ability to make intelligent reports
- Ability to type or learn basic typing and data entry skills within 60 day period after employment
- Ability to learn the operation of department radio
- Ability to physically meet the demands of the job
- Ability to meet employee random/reasonable cause drug testing program

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED SPECIFIC TO MASTER CONTROL:

- Ability to learn multiple different monitoring and alarm systems
- Ability to act decisively under difficult circumstances
- Ability to learn how to handle and triage emergencies
- Ability to treat the public courteously with firmness when the occasion demands
- Ability to type or learn basic typing and data entry skills

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

High school graduate or equivalent and a history as a responsible, reliable citizen. Physical agility and good coordination. Social and general intelligence. Some training or experience in counseling, social sciences or corrections preferred.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota drivers' license and be free of any major traffic violations for the last three years.



This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

\* 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.

\*\*In compliance w/the Americans w/Disabilities Act the following represents the physical/Environmental Demands:  
Physical Demands: This position may require a majority of time (up to 75 %) spent in standing. Some standing or sitting is required and objects to be lifted or carried are rarely more than fifty (50) pounds. Adverse movement such as reaching, bending, stooping, and climbing stairs required. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. Fine motor skills are necessary for repetitive activities such as writing and computer work. Exposure to noise, heights and mace/pepper spray. Being involved in or breaking up physical altercations required.

MASTER CONTROL: \*\*In compliance w/the Americans w/Disabilities Act the following represents the physical/Environmental Demands while working in the Master Control post of the Adult Detention Center:  
Ability to climb stairs, ramps, etc.; stooping to do light cleaning at post, twisting to reach alarms and activate equipment; Verbal/audio and vision required continuously. Ability to reach, write, use hands for fine motor skills to operate computers, write documentation, answer phones. Frequent reaching, pushing, pulling, fingering, feeling (touching), and grasping of objects throughout shift. Lifting of object less than 20# often. A majority of work can be done from either a sitting or standing position. Employees work 12 hour shift.

FLSA STATUS:	Non-Exempt
EEO JOB CATEGORY:	Protective Service
LABOR GROUP:	Deputy Sheriff's Association
DOT CODE:	372-667-018, GOE; 04.02.01, Strength; M, GED; R3 M2 L2, SVP; 4, DLU 86

## EXECUTIVE ASSISTANT

NATURE OF WORK:

Under general supervision, provides general administrative assistance to the Department Director; carries out special projects for the director; assists in handling internal communications matters for the agency; functions as confidential secretary to the director; serves as liaison to county human resources department; participates as part of the management team in providing input into agency plans, policies and strategies; supervises and coordinates work of clerical unit with other units in agency; assists in the development and implementation of internal procedures and systems to increase the overall efficiency of the administration of service delivery; and performs related work.

EXAMPLES OF WORK: (Illustrative Only)

Serves as initial public contact on non-routine inquiries from agencies and members of the public requiring input or assistance from the Director (B2)

Assists in the collection of relevant information and materials, which may facilitate administrative management decisions (C4)

Prepares correspondence and documents for use by the Director to facilitate review and response (B2)

Arranges meetings, conferences and hearings; coordinates and plans the agenda, arrangements, materials and reports for the Director (B2)

Attends meetings with the Director and county board or judges, keeping detailed records of proceedings and drafting summary minutes (B2)

Performs other administrative support duties, including special reports and projects that are of complex nature (C4)

Ensures timely completion of personnel forms (B2)

Serves as an active participant on the agency management team in developing an agency course of action, formulating and recommending sound plans, policies and strategies (C4)

Supervises clerical staff, recommends and authorizes hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of employees, direction of the work and adjustment of other employees' grievances on behalf of the employer (C4)

Develops and implements clerical procedures designed to facilitate functions of the agency (B2)

Purchases new equipment and supplies and/or administers repair/maintenance contracts (C4)

Participates in planning office layout and utilization of available office space (B2)

Oversees or carries out assigned research and special projects as assigned (C4)

Coordinates agency records retention and destruction procedures (C4)

Integrates structural and workflow information to make recommendations on the development or revision of procedural systems (B2)

Identifies and assesses technological advances in record keeping and information/office systems (C4)

Develops and monitors adherence to a schedule for completion of agency projects and reports (B2)

Develops internal procedures for collecting budget data (C4)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Thorough knowledge of agency programs, policies and procedures

Thorough knowledge of office practices, procedures and equipment

Knowledge of business English and arithmetic sufficient to prepare correspondence and reports

Knowledge of supervisory principles

Ability to understand and follow complex oral and written instructions

Ability to communicate effectively, both orally and in writing

Ability to perform general, moderately complex administrative tasks and to plan and organize work efficiently

Ability to effectively relate to and communicate with a wide range of individuals

Ability to effectively gather, analyze and explain information clearly, correctly and accurately

Ability to make decisions in accordance with precedents and regulations and to apply these to work situations

Ability to maintain complex records and to prepare detailed reports

Ability to type difficult reports and letters at a satisfactory rate

Ability to research and assess technological advances in office systems and record keeping

Ability to conduct performance evaluations

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Graduation from a four-year college with a degree in Business or related field and one (1) year of experience in a similar position as listed in the Examples of Work

OR

An Associate's Degree in Business and three (3) years of experience in a similar position as listed in the Examples of Work.

OR

Combination of education and experience equivalent to five (5) years of paid experience in a similar position as listed in the Examples of Work

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota drivers' license and be free of any major traffic violations for the last three years.

01/17 (C41-1)

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of similarly classified personnel.

\* 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.

\*\* In compliance with the Americans with Disabilities Act the following represents the Physical/Environmental Demands: This position requires a majority of time (up to 75%) spent in a seated position or walking. Files and supplies, up to ten (10) pounds, sometimes need to be lifted, pulled or carried. Requires adverse movements such as twisting, bending, stooping, kneeling, reaching and handling of materials and simultaneous use of both hands for data/entry/typing. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. No adverse working conditions.

FLSA STATUS:	Non-Exempt (Exempt Supervisory)
EEO JOB CATEGORY:	Administrative Support
LABOR GROUP:	Supervisory / Confidential / Employees Association
DOT CODE:	169.167-010, GOE; 11.05.02, Strength; S, GED; R5 M3 L5, SVP; 7, DLU 88

## SHERIFF SUPPORT SUPERVISOR

NATURE OF WORK:

Under general supervision, supervises a staff of Civil Division Specialists who are responsible for the processing and service of both civil documents and criminal warrants and who provide assistance with their related functions and duties. Reviews and monitors workload and work processes, schedules staff and resolves workload distribution and coverage problems. Leads staff through new or complex inquiries from other agencies or the public, coordinates special projects and interacts with management on issues related to the division.

EXAMPLES OF WORK: (Illustrative Only)

1 Oversees work flow and staff duties in office; adjusts priorities; addresses concerns, conflicts and problem areas with other departments and agencies; manages office activities (B3)  
 Develops, recommends changes and implements efficiencies to internal policies and procedures to facilitate the functions of the department (B2)  
 Develops and facilitates training regarding processes within the division (B2)  
 Tests new and upgraded software and train staff (B3)  
 Ensures compliance with certifications and audits for the civil and warrants divisions (B2)  
 Recommends and authorizes hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of employees, direction of the work and adjustment of other employees' grievances on behalf of the employer (B3)  
 Coordinates records retention and destruction procedures, oversees office filing systems and maintains personnel records for the division (B3)  
 Attends and participates in meetings representing the department (U)  
 Oversees multiple financial accounts for the Civil Division and assists the finance department with monthly balancing and reconciling (B3)  
 Verifies deposits received and audits internal receipts (B2)  
 Processes payments of bills from vendors (B2)  
 Reconciles judgment accounts, calculates and processes payments to creditors for disbursement of funds collected (B2)  
 Works with external partners including County and City Attorney, District Court, law firms, State and local agencies (U)  
 Compiles data from staff for reports (B2)  
 Performs related duties as assigned (U)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

Thorough knowledge of office practices, procedures and equipment  
 Knowledge of supervisory methods and techniques  
 Knowledge of the objectives of the department  
 Skill in the use of basic business math  
 Skill in problem solving  
 Skill in the use of computers and technology  
 Skill in verbal and written communication  
 Ability to understand and follow complex oral and written instructions  
 Ability to organize work effectively and efficiently  
 Ability to stimulate others to work at full capacity  
 Ability to develop work methods and procedures to attain desired results  
 Ability to establish and maintain effective working relationships with others  
 Ability to supervise staff and conduct performance evaluations

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Bachelor's degree in business management, accounting, or related field.

OR

Associate's degree from an accredited college in business management, administrative assistant, accounting or related field and two (2) years of experience in a similar position as listed in the work functions.

OR

Combination of education and experience equivalent to four (4) years of experience in a similar position as listed in the work functions.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.

4/17 (B32-1) B32SSS

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*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.

\*\*In compliance w/the Americans with Disabilities Act the following represents the Physical/Environmental Demands: This position requires a majority of time (up to 75%) spent in a seated position or walking. Files and supplies, up to ten (10) pounds sometimes need to be lifted, pushed, pulled or carried. Requires adverse movements such as twisting, bending, stooping, kneeling, reaching, and handling of materials and simultaneous use of both hands for data entry/typing. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. No adverse working conditions.

Function:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting				X
Standing		X		
Walking, reaching, pulling, crouching, kneeling, stooping, feeling	X			
Repetitive hand movements, typing/data entry				X
Talking, hearing				X
Close and color vision, depth perception				X
Distance vision	X			
Sedentary (exert up to 10 pounds of force)	X			
Light effort (exert up to 20 pounds of force)	X			
B32-1				

FLSA STATUS: Non-Exempt  
 EEO JOB CATEGORY: Administrative Support  
 LABOR GROUP: Non-Contract  
 DOT CODE: 169.167-014 GOE; 07.01.02, Strength; S, GED; R5 M4 L5, SVP; 8 DLU; 77

LEAD FLEET MAINTENANCE MECHANIC

NATURE OF WORK:

Maintains, troubleshoots and repairs Sheriff's office vehicles and equipment which includes but it not limited to computer systems, lights and sirens, license plate readers and vehicle specific problems. Performs maintenance duties including oil changes, brakes, tires, batteries and other vehicle specific issues that require the use of scan tools and other specialty equipment. Performs lead worker responsibilities and contributes to budget discussions.

EXAMPLES OF WORK:

- Installs, troubleshoots and repairs emergency vehicle equipment including but not limited to lights and sirens, computer and GPS equipment, camera systems, and automated license plate readers (B2)
- Performs preventative maintenance on emergency fleet vehicles (B2)
- Diagnoses vehicle specific mechanical and electrical issues and makes repairs as needed (B2)
- Maintains records on emergency fleet vehicles (B2)
- Monitors vehicle fleet and reports major issues to the Patrol Captain (A1)
- Schedules vehicles for warranty repairs and other outsourced services (A1)
- Monitors parts inventory and orders as needed (B2)
- Assists the Patrol Captain with monitoring overall vehicle conditions for replacement purposes (B2)

KNOWLEDGE AND ABILITIES REQUIRED:

- Knowledge of the practices, methods, tools and materials used in the maintenance and repair of Sheriff's office vehicles
- Knowledge of work hazards and applicable safety precautions associated with the area of work assignments
- Knowledge of electrical equipment including operation, diagnosis, installation and repair
- Some knowledge of inventory and parts tracking
- Skill in performing diagnostic processes and using diagnostic equipment
- Skill in maintaining and repairing vehicles and equipment
- Skill in the use of tools, equipment and materials used in the maintenance of vehicles and equipment
- Skill in the use of computers and technology
- Ability to establish and maintain effective working relationships with employees, vendors and the public
- Ability to follow verbal and written instructions
- Ability to communicate effectively both orally and in writing

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Associate's degree from an accredited college in automobile mechanics or related field and two (2) year of experience in a similar position as listed in the work functions.

OR

A combination of education and experience equivalent to four (4) years of paid experience in a similar position as listed in the work functions.

Required Special Qualifications:

- Possession of a valid Minnesota Class "B" driver's license is required upon employment
- Automotive Service Excellence (ASE) Certification is required upon employment

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.

08/2016 (B24) B24LFM

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:

<b>Function:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%- 74%</b>	<b>75% or more</b>
Office environment		X		
Outdoors environment			X	
Shop environment				X
Exposure to human blood/pathogens/body fluids	X			
Exposure to hazardous materials/chemicals/toxic or caustic chemicals		X		
Confined/restricted working environment			X	
Exposure to atmospheric conditions		X		
Exposure weather, noise, vibration, electrical current			X	
Exposure to wet and/or humid conditions	X			

Sitting	X			
Standing, walking, reaching, pulling, handling				X
Climbing, crouching, kneeling, stooping, feeling			X	
Balancing		X		
Crawling	X			
Pushing up to 50 pounds		X		
Lifting up to 80 pounds		X		
Repetitive hand movements, talking, hearing				X
Typing, data entry		X		
Operate vehicle			X	
Close, distance and color vision, field of vision				X
Depth perception, accommodation				X
Sedentary (exert up to 10 pounds of force)	X			
Light effort (exert up to 20 pounds of force)			X	
Medium effort (exert up to 50 pounds of force)		X		
Heavy effort (exert up to 100 pounds of force)	X			
Very heavy effort (exert over 100 pounds of force)	X			
Proximity to moving, mechanical parts		X		
B24-2				

**Disclaimer:**

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

FLSA STATUS: Non-Exempt  
EEO JOB CATEGORY: Technicians  
LABOR GROUP: DSA Support Staff  
DOT CODE:

TASK FORCE TECHNICIAN

NATURE OF WORK:

Under general supervision, provides administrative support for the day-to-day activities of the Southeast Minnesota Violent Crime Enforcement Team (task force). Verifies and processes invoices, tracks leases vehicle payments and maintenance, troubleshoots software issues, applies for and tracks grants and completes monthly financial statements for presentation to the task force board.

EXAMPLES OF WORK:

- Prepares preliminary financial statements and grant statements for review and approval by the task force board (B2)
- Prepares the annual budget plan for approval by the task force board (B2)
- Manages the use of task force-specific data systems; ensures information is entered correctly and troubleshoots issues (B2)
- Manages the task force budget; reviews expenses for accuracy and tracks budget balances (B2)
- Acts as first point of contact for the task force for other agencies and County departments (U)
- Creates and maintains case files for the task force. Applies records retention and destruction procedures (B2)
- Creates new and makes updates to internal policies and procedures (B2)
- Conducts research and provides information and materials necessary for the task force board to make informed decisions (B2)
- Purchases equipment and supplies for the task force; researches products and pricing and manages maintenance contracts for vehicles (B2)
- Schedules and coordinates meetings, communicates with instructors (B2)

KNOWLEDGE AND ABILITIES REQUIRED:

- Knowledge of the bookkeeping principles
- Knowledge of modern office practices and procedures
- Knowledge of administrative support practices and methods
- Skill in the use of basic business math
- Skill in the use of computers and technology
- Skill in effective verbal and written communication
- Ability to maintain financial records
- Ability to organize work effectively and to systematize procedures
- Ability to establish and maintain effective working relationships with others
- Ability to deal with the public in a courteous and efficient manner
- Ability to work independently

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Associates degree from an accredited college in business administration, accounting or related field and one (1) year of experience in a similar position as listed in the work functions.

OR

A combination of education and experience equivalent to three (3) years of experience in a similar position as listed in the work functions.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.

11/2017 (B23) B23TFT

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:

<b>Function:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%- 74%</b>	<b>75% or more</b>
Office environment				X
Outdoors environment	X			
Exposure to atmospheric conditions, weather, extreme hot/cold, wet and/or humid	X			
Sitting, walking				X
Standing		X		
Reaching, balancing, feeling			X	
Pulling, crouching, kneeling, stooping	X			
Repetitive hand movements				X
Typing/data entry			X	



Talking, hearing				X
Operate vehicle	X			
Close, distance and color vision, depth perception, accommodation, field of vision				X
Sedentary (exert up to 10 pounds of force)		X		
B23-1				

Disclaimer: This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

FLSA STATUS: Non-Exempt  
EEO JOB CATEGORY: Administrative Support  
LABOR GROUP: DSA nON-eSSENTIAL  
DOT CODE:

TRAINING RECORDS TECHNICIAN

NATURE OF WORK:

Under general supervision, provides organizational and functional support through logistic management to the various divisions and staff within the Olmsted County Sheriff's office.

EXAMPLES OF WORK:

- Maintains staff development records for law enforcement staff (B2)
- Purchases and maintains equipment for sheriff's office staff (B2)
- Maintains the law enforcement center budget (B2)
- Coordinates Project Lifesaver with the Olmsted County Sheriff's Office and the City of Rochester Police Department (B2)
- Performs office administrative support duties, attends meetings, answers questions from staff and the public, maintains office records and assists with projects (B2)
- Coordinates and processes extra duty requests for law enforcement services (B2)
- Processes and completes reports from Minnesota State Agencies (B2)
- Provides coordination and support for the Regional Public Safety Training Center (A1)
- Assists with other crime prevention programs (A1)
- Provides coordination and support to the Reserve Deputies and the DIVE / K9 Search teams (B2)
- Prepares informational community-related press releases (B2)

KNOWLEDGE AND ABILITIES REQUIRED:

- Thorough knowledge of the Sheriff's office programs, policies, procedures and objectives
- Thorough knowledge of law enforcement principles, procedures and equipment
- Knowledge of office practices, procedures, equipment and applications
- Knowledge of County financial processes and procedures
- Knowledge of Minnesota POST rules and regulations for agencies and individuals
- Knowledge of basic bookkeeping techniques
- Knowledge of data privacy practices
- Skill in the use of computers and technology
- Skill in the use of business math
- Ability to communicate effectively both orally and in writing
- Ability following instructions both orally and in writing
- Ability to effectively organize and prioritize work tasks
- Ability to accept responsibility and exercise independent judgment
- Ability to establish and maintain effective working relationships with employees and the public
- Ability to research law enforcement equipment and to make purchases according to procedures

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Associate's degree from an accredited college in administrative assistant, business administration or related field and one (1) year of experience in a similar position as listed in the work functions.

OR

A combination of education and experience equivalent to three (3) years of experience in a similar position as listed in the work functions.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years

08/2016 (B23) B23TNR

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:

Function:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Law enforcement environment	X			
Exposure to the use of weapons	X			
Sitting				X
Standing, reaching, pulling, climbing	X			
Push or lift up to 40 pounds	X			
Repetitive hand movements			X	
Typing/data entry				X

Talking	X			
Sedentary (exert up to 10 pounds of force)				X
Light effort (exert up to 20 pounds of force)	X			
B23-1				

Disclaimer: This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

FLSA STATUS: Non-Exempt  
EEO JOB CATEGORY: Administrative Support  
LABOR GROUP: DSA Support Staff  
DOT CODE:

## CLERICAL SPECIALIST ~ SHERIFF'S DEPARTMENT

NATURE OF WORK:

Under direct supervision of a Captain, Sergeant or Director provides clerical support to the assigned Division. Works on special projects, is responsible for independent handling of tasks and communications for the department. Performs accounting/bookkeeping functions and related work as assigned. Provides specific customer service in the area assigned and direct the public on department's services.

EXAMPLES OF WORK: (Illustrative Only)

Provides technical assistance to the division (B2)  
 Assists in conducts analysis of data and in preparing narrative and statistical reports (B2)  
 Collects quantitative and qualitative data for assessing program goals (B2)  
 Prepares correspondence and documents and verifies information received (B2)  
 Arranges meetings, conferences, events, makes arrangements, and prepares materials and reports (A1)  
 Assists in preparing annual budget for the division (B2)  
 Assists in monitoring the division's budgets throughout the year and notifies the supervisor of any irregularities (B2)  
 Reviews bills received and follow up with questions (B2)  
 Assists in developing and implementing procedures designed to enhance the division (B2)  
 Assists in identifying, assessing and implementing technology in the division (B2)

KNOWLEDGE AND ABILITIES REQUIRED:

Considerable knowledge of information systems, i.e. word processing, Outlook, Excel, Access database  
 Considerable knowledge of office practices, procedures and equipment  
 Knowledge of budget and accounting practices  
 Ability to communicate effectively, both orally and in writing  
 Ability to develop and maintain good working relationships  
 Ability to gather, analyze and explain information clearly, correctly and accurately  
 Ability to manage multiple projects at the same time  
 Ability to work independently  
 Ability to be innovative and creative to improve office efficiency

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

High school diploma, G.E.D., or foreign education equivalent to a US Accredited High School Diploma and satisfactory completion of post-secondary training in a two (2) year secretarial program

OR

Combination of education and experience equivalent to three (3) years of clerical experience in an office setting with similar duties and responsibilities as listed in the Examples of Work

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota drivers' license and be free of any major traffic violations for the last three (3) years.

10/10 (B22-1) B22CSS

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*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

\*\*In compliance w/the Americans with Disabilities Act the following represents the Physical/Environmental Demands: This position requires standing, sitting and walking. Any one activity may be done up to 75% of the shift. Most often objects to be lifted, carried, pushed or pulled will be no more than ten (10) pounds. Adverse movements such as stooping, twisting, bending, reaching, kneeling or crouching are sometimes required. Climbing of ladders, stairs and stools is sometimes required. Simultaneous/repetitive use of both hands is required for writing and data entry. Excellent sensory skills as important (sight, hearing and speech) as well as ability to communicate effectively. No adverse working conditions.

FLSA STATUS: Non-Exempt  
 EEO JOB CATEGORY: Administrative Support  
 LABOR GROUP: Deputy Sheriff's Association  
 DOT CODE: 201.362-030, GOE; 07.01.03, Strength; S, GED; R4 M3 L4, SVP; 6, DLU 89

## SHERIFF SUPPORT SPECIALIST

NATURE OF WORK:

Under general supervision, supports the civil/warrants division of the Sheriff's office. Is responsible for receiving, organizing and processing civil documents, court orders and judgment collections issued and submitted for service to the Sheriff's Office from District Courts and other outside government agencies, private sector attorneys and companies, and the general public; utilizes multiple computer software systems and advanced technology for maintaining internal documents and records; enters collections, fees and other moneys received into ledgers and computer software systems; organizes and prioritizes work assignments for Civil Division and Patrol Deputies. Responsible for receiving and processing warrants issued by District Court and maintaining current and accurate active warrant information in local and national files utilizing multiple computer software systems and advanced technology. In all work, recognizes that utmost attention to timeliness and accuracy is essential and proficiency of knowledge is vital.

EXAMPLES OF WORK:

Enter and maintain internal files and records of Civil service documents within multiple computerized software systems; process in for service by deputies and process out for record of service, return of documents to customers, electronic filing of returns to District Courts and outside agencies and maintenance of the office's archive files (B2)  
 Enter warrants issued by District Court into local and national law enforcement systems through computerized software systems; maintain and coordinate accurate information on active warrant documents and records; synchronize and validate Sheriff's Office internal records with District Court records (B2)  
 Assist customers at the front counter and on the telephone; determine the nature of their business, supply accurate information and answer questions knowledgeably or direct customer to the proper area for appropriate assistance (B2)  
 Receive and organize civil and warrant documents from District Courts, outside agencies and parties, and the public; analyze and inspect them for accuracy and correctness; prioritize and prepare them for service in a timely and accurate manner (B2)  
 Prepare and maintain judgment accounts; deposit moneys collected on judgments; process disbursement of funds (B2)  
 Communication, written and verbal, with internal and external customers and agencies regarding service requirements and requests, processes and procedures necessary and notification of results and/or problems encountered (B2)  
 Maintain accounts receivable invoicing system; receive and process payments of service fees; prepare deposits; process disbursements (A1)  
 Serve civil documents and conduct foreclosure sales at Sheriff's Office front counter (B2)  
 Sort and deliver department mail (A1)  
 Perform other general support duties as required or requested for administration (U)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

Knowledge of modern office practices and procedures  
 Knowledge of bookkeeping principles and ability to maintain financial records  
 Knowledge of administrative support practices and methods  
 Skill in the use of basic business math  
 Skill in the use of computers and technology  
 Ability to make, post and verify computations with speed and accuracy  
 Ability to communicate clearly and concisely in written and verbal form with public and government agencies  
 Ability to prioritize work effectively, to maintain work organization and to systematize procedures  
 Ability to demonstrate creative problem solving and critical thinking  
 Ability to establish and maintain effective working relationships with others  
 Ability to deal with the public in a courteous and efficient manner

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Associate's degree from an accredited college in business, legal studies or related field and one (1) year of experience in a similar position as listed in the work functions.

OR

A combination of education and experience equivalent to three (3) years of experience in a similar position as listed in the work functions.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.

Required Special Qualifications:

Must successfully pass BCA full-access query certification within six (6) months of employment.

11/17 (B22-2) B22SSS

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:

<b>Function:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%-74%</b>	<b>75% or more</b>
Office environment				X
Sitting				X
Standing		X		
Walking, reaching, pulling, crouching, kneeling, stooping, feeling	X			
Repetitive hand movements, typing/data entry				X
Talking, hearing				X
Close and color vision, depth perception				X
Distance vision	X			
Sedentary (exert up to 10 pounds of force)	X			
Light effort (exert up to 20 pounds of force)	X			
B22-1				

Disclaimer: This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

FLSA Status: Non-Exempt  
 EEO Job Category: Administrative Support  
 Labor Group: DSA Non-Essential  
 DOT CODE:

FLEET MAINTENANCE MECHANIC – SHERIFF

NATURE OF WORK:

Under direct supervision, is responsible for repairing and maintaining Sheriff's Office vehicle. Monitors vehicle parts inventory and recommends proper preventative squad maintenance.

EXAMPLES OF WORK:

- Performs light maintenance on Sheriff's Office vehicles
- Responds to calls from the field to evaluate vehicle problems and perform light maintenance
- Diagnoses vehicle or mechanical equipment problems
- Maintains records and reports on Sheriff's Office vehicles and emergency equipment
- Participates in purchasing equipment, monitors inventory and orders supplies when needed

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

- Knowledge of the practices, methods, tools and materials used in the maintenance and repair of Sheriff's office vehicles
- Knowledge of work hazards and applicable safety precautions associated with the area of work assignments
- Skill in the use and care of tools, equipment and materials used in the light maintenance of vehicles and equipment
- Skill in the use of computers and technology
- Ability to establish and maintain effective working relationships with employees, vendors and the public
- Ability to follow verbal and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to perform manual labor associated with vehicle maintenance

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Associate's degree from an accredited college in automobile mechanics or related field and one (1) year of experience in a similar position as listed in the work functions.

OR

A combination of education and experience equivalent to three (3) years of paid experience in a similar position as listed in the work functions.

Required Special Qualifications:

Possession of a valid Minnesota Class "B" driver's license is required within months of employment. Automotive Service Excellence (ASE) Certification is required upon employment

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.

Possession of a valid Minnesota class "B" driver's license is required

6/10 (B22-2) B22FMM

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:

<b>Function:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%- 74%</b>	<b>75% or more</b>
Office environment		X		
Outdoors environment			X	
Shop environment				X
Exposure to human blood/pathogens/body fluids	X			
Exposure to hazardous materials/chemicals/toxic or caustic chemicals		X		
Confined/restricted working environment			X	
Exposure to atmospheric conditions		X		
Exposure weather, noise, vibration, electrical current			X	
Exposure to wet and/or humid conditions	X			
Sitting	X			
Standing, walking, reaching, pulling, handling				X
Climbing, crouching, kneeling, stooping, feeling			X	

Balancing		X		
Crawling	X			
Pushing up to 50 pounds		X		
Lifting up to 80 pounds		X		
Repetitive hand movements, talking, hearing				X
Typing, data entry		X		
Operate vehicle			X	
Close, distance and color vision, field of vision				X
Depth perception, accommodation				X
Sedentary (exert up to 10 pounds of force)	X			
Light effort (exert up to 20 pounds of force)			X	
Medium effort (exert up to 50 pounds of force)		X		
Heavy effort (exert up to 100 pounds of force)	X			
Very heavy effort (exert over 100 pounds of force)	X			
Proximity to moving, mechanical parts		X		
B22-2				

Disclaimer: This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

FLSA Status: Non-Exempt  
EEO Job Category: Technician  
Labor Group: DSA Support Staff  
DOT CODE: 620.281-050, GOE; 05.05.09, Strength; M, GED; R4 M3 L3, SVP; 7, DLU 81



## REGIONAL PUBLIC SAFETY TRAINING CENTER TECHNICIAN

NATURE OF WORK:

Under the general supervision of the training center coordinator, oversees the maintenance, daily inspection and use of the County facility. Coordinates and works with crews maintaining the facility. Maintains facility exterior and interior, keeping facility and equipment running properly to ensure a safe and effective environment.

EXAMPLES OF WORK: (Illustrative Only)

Maintains buildings, lands and facilities of the Regional Public Safety Training Center (B2)

Maintains the grounds around the facility: mows, waters and fertilizes lawn; stakes, prunes and wraps trees; picks up trash; clears snow from walkways and lots; spreads sand and salt mixture on ice (A1)

Operates the burn tower in conjunction with the Rochester Fire Department (B2)

Coordinates facility maintenance performing minor interior and exterior repairs (B2)

Performs preventative maintenance on building equipment and systems (B2)

Oversees facility use and enforces facility regulations (B2)

Coordinates with Equipment Operators, Maintenance Workers and STS Crews engages in maintenance, facility and land care (B2)

Communicates work with contractors (B2)

Responds to building problems in the facility as needed (U)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

Knowledge of how fire is affected by various elements

Knowledge of small engine repair

Knowledge of basic rules, regulations and procedures for operating a facility

Knowledge of basic record-keeping practices

Knowledge of the operating characteristics of assigned equipment

Knowledge of the work hazards and applicable safety precautions associated with assigned equipment and operations

Skill in the replacement of mechanical parts

Skill in firefighting techniques

Skill in the use of computers and technology

Ability to recognize and troubleshoot mechanical issues related to fire trainer computers and other training center equipment

Ability to follow oral and written instructions

Ability to establish and maintain effective working relationships with others

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

Associates degree from an accredited college in building utilities maintenance or related field.

OR

Combination of education and experience equivalent to two (2) years of experience in a similar position as listed in the work functions.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid driver's license and be free of any major traffic violations for the last three (3) years.

Desirable Qualifications:

Five (5) years of paid firefighter experience.

4/17 (B21-1) B21RPSTCT

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\* 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.

\*In compliance w/ the Americans with Disabilities Act the following represents the Physical/Environmental Demands:

This position requires a majority of time (up to 70%) spent walking and sitting. Some standing is required and objects of usually no more than ten (10) pounds need to be lifted, carried or pushed. Adverse movements such as stooping, kneeling or crouching are often required. Simultaneous/repetitive use of both hands is required for writing and data entry. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. No adverse working conditions.

Function:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment	X			
Outdoors environment				X
Shop environment	X			
In vehicle/operating equipment			X	
Law enforcement environment	X			
Fire operations environment	X			
Exposure to human blood/pathogens/body fluids	X			
Exposure to hazardous materials/chemicals/toxic or caustic chemicals	X			
Exposure to atmospheric conditions				X
Exposure to weather, extreme heat/cold, wet and/or humid, noise, vibration			X	
Exposure to electrical current	X			
Sitting, climbing, crawling	X			
Standing			X	
Walking, reaching, pulling, crouching, kneeling, stooping, balancing, handling, feeling		X		
Pushing up to 100 pounds	X			
Lifting up to 50 pounds	X			
Repetitive hand/foot movements, typing/data entry	X			
Talking		X		
Hearing			X	
Operate vehicle		X		
Operate heavy equipment	X			
Close, distance and color vision, depth perception, accommodation, field of vision		X		
Sedentary (exert up to 10 pounds of force)	X			
Light effort (exert up to 20 pounds of force)		X		
Medium effort (exert up to 50 pounds of force)		X		
Heavy effort (exert up to 100 pounds of force)	X			
Very heavy effort (exert over 100 pounds of force)	X			
Proximity to moving, mechanical parts	X			
Working in high, exposed places	X			
B21-1				

FLSA STATUS: Non-Exempt  
EEO JOB CATEGORY: Service-Maintenance  
LABOR GROUP: DSA Support Staff  
DOT CODE:

## SENIOR CLERK TYPIST

NATURE OF WORK:

With latitude for independent judgment, performs clerical work, utilizes typing skill; is responsible for independent handling all clerical tasks of a departmental program or plans for flow of work and assigns tasks to other clerical employees; and performs related work as assigned.

EXAMPLES OF WORK: (Illustrative Only)

Types letters, statements, and other materials from copy or rough draft, notes or tape (A1)

Composes and types routine correspondence independently (A1)

Prepares reports from un-assembled materials (B2)

Verifies information (A1)

Assigns and reviews work of clerical workers (B2)

Directs a group of clerical employees engaged in routine clerical operations such as typing or filing (B2)

Assists in the development of new procedures and puts them into effect (B2)

Trains new clerical employees (B2)

Maintains moderately complex records and prepares reports from such records (B2)

May receive visitors, determine nature of business, supply information or direct to proper person, requiring a working knowledge of the operation of the agency (A1)

Works with volunteers, youth and adults (A1)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

Knowledge of departmental programs, operations, and policies with respect to general functions performed

Knowledge of computer software used by the County Department

Knowledge of office procedures, practices, and equipment

Knowledge of business English and business Arithmetic

Ability to make suggestions to improve office efficiency

Ability to organize work efficiently

Ability to maintain good working relationships with other employees

Ability to deal with the public in a tactful and efficient manner

Ability to understand and follow complex oral and written directions

Ability to type accurately from plain copy at the rate of at least 50 words per minute

Ability and skill in the use of computer data entry

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

High school diploma, G.E.D. or foreign education equivalent to an US accredited high school diploma and two (2) year of clerical experience as listed in the examples of work.

OR

Post-secondary graduation/certification from a vocational school or college in a secretarial program

OR

Combination of education and experience equivalent to two (2) years of clerical experience as listed in the examples of work.

Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations from the last three years.

6/10 (B21-1) B21SCT

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\* 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.

\*In compliance w/ the Americans with Disabilities Act the following represents the Physical/Environmental Demands:

This position requires a majority of time (up to 70%) spent walking and sitting. Some standing is required and objects of usually no more than ten (10) pounds need to be lifted, carried or pushed. Adverse movements such as stooping, kneeling or crouching are often required. Simultaneous/repetitive use of both hands is required for writing and data entry. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. No adverse working conditions.

FLSA STATUS: Non-Exempt

EEO JOB CATEGORY: Administrative Support

LABOR GROUP: Confidential/Judicial/Health/Employee's Association/Deputy Sheriff's Association/Seasonal-Provisional

DOT CODE: 184.167-050, GOE; 05.02.02, Strength; L, GED; R4 M4 L4, SVP; 7, DLU 81)

## FLEET MAINTENANCE WORKER-SHERIFF

NATURE OF WORK:

Under direct supervision, responsible for a variety of cleaning and general maintenance work in the Sheriff's Department. Work involves the performing of manual labor in conducting general custodial services and minor vehicle maintenance on law enforcement equipment. An employee in this class may be appointed as a Specials Deputy when assisting in the transportation of prisoners.

EXAMPLES OF WORK: (Illustrative Only)

Sweeps and mops floors, halls and stairways (A1)  
 Washes, waxes and cleans vehicles and equipment (A1)  
 Cleans, garage area, removes rubbish and waste paper from garage and grounds area, shovels snow and otherwise maintains law enforcement garage area (A1)  
 Performs minor building maintenance repairs in the garage area (A1)  
 Performs minor vehicle and equipment preventive maintenance and repairs (A1)  
 Assists in maintaining records and reports on vehicles and equipment maintenance (A1)  
 Assists in the transportation of impounded vehicles and equipment to Law Enforcement holding areas (A1)  
 Assists Deputy Sheriffs in the inventory, storage and disposal of evidence (A1)  
 May be appointed as a Special Deputy and assist in the transportation of individuals for criminal incarceration of commitments (U)

KNOWLEDGE, ABILITIES AND SKILLS REQUIRED:

Knowledge of work hazards and applicable safety precautions associated with the area of work assignments  
 Knowledge of building cleaning practices, supplies and equipment  
 Some knowledge of basic building maintenance practices  
 Some knowledge of maintenance and minor repair of automotive and small engine equipment  
 Ability to follow verbal and written instructions  
 Ability to perform manual labor associated with the assigned job tasks  
 Ability to deal tactfully with the general public and staff  
 Ability to learn the procedures and operation of the various departmental equipment  
 Skilled in the use of tools and materials commonly used in building and vehicle cleaning and maintenance

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE:

High school diploma, G.E.D. or foreign education equivalent to an US accredited high school diploma and one (1) year of similar work to that of a Fleet Maintenance Worker as listed in the examples of work.

OR

Experience equivalent to two (2) years of similar work to that of a Fleet Maintenance Worker as listed in the examples of work.

Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three years.

06/10 (A13-2) A13FMW

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

\*\*In compliance w/the Americans with Disabilities Act the following represents the Physical/Environmental Demands:

This position requires a majority of time spent standing and walking as well as lifting. Weight of objects to be lifted, carried, pushed or pulled will range from ten (10) to fifty (50) pounds. Climbing of stairs and ladders is essential. Walking and standing on rough and uneven terrain. Movements such as stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required. Other movements such as reaching and handling of materials are often required. Audio, visual and verbal functions are vital aspects of this position as well as the ability to operate a motor vehicle and other various types of equipment. The majority of the workday is spent outdoors with exposure to dust, fumes, noise, heights, extreme heat as well as extreme cold.

\*\*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.

FLSA Status: Hourly  
 EEO Job Category: Service-Maintenance  
 Labor Group: Deputy Sheriff Association  
 DOT Code: 381.687-014, GOE: 05.12.18, Strength: H, GED: R1 MI L1, SVP: 2, DLU:88