

County Administrator

Dept/Div: *Administration*

FLSA Status: *Exempt*

General Definition of Work

Performs complex executive work in the overall coordination and management of the County; formulates and recommends policy to the Board; coordinates the preparation and implementation of the annual County budget; represents the County in labor negotiations and disputes; serves on committees and organizations as directed by the Board, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Board. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Coordinates with department heads to formulate organizational goals; develops and recommends policies and programs to the Board; determines content and prepares and presents Board agendas and reports; serves as primary staff advisor to the County Board. Directs and manages human resource functions of the County; evaluates and documents employee performance issues; directs, manages and evaluates the performance of department heads; establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods. Coordinates the development and implementation of the annual County Budget and its corresponding goals, objectives and priorities; oversees County purchasing; service agreements and contracts; assists the County Auditor in planning and coordinating County financial operations. Responds and resolves difficult and sensitive citizen/community inquiries and complaints; explains and justifies County programs. Serves as official County spokesperson and responds to media inquiries; prepares and issues press releases. Represents the County in all labor negotiations and disputes. Stays abreast of trends and innovations in the field of county management, administration and service provision; participates in professional organizations and local service organizations as assigned by the County Board; serves on standing County committees.

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of County government finance practices; comprehensive knowledge of urban and regional planning and development principles and practices; comprehensive knowledge of county government laws, ordinances and regulations; thorough knowledge of State statutes and regulations; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in writing; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan and direct the work of a large workforce; ability to establish and maintain effective working relationships with associates, staff, elected officials, local, state and federal governmental agency representatives, consultants, business leaders and the general public.

Education and Experience

Bachelor's degree with coursework in Business Administration, Business Management or Public Administration, or related field and considerable experience, or equivalent combination of education and experience. Master's degree preferred.

County Administrator

Dept/Div: *Administration*

FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.

Custodian

Dept/Div: *Administration*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate semiskilled work cleaning, maintaining and making minor repairs to County facilities, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Sweeps, mops, vacuums, etc. assigned areas. Empties trash and recycling bins and from buildings. Cleans floors, walls, lavatories, fixtures, toilets, etc.; refills bathroom supplies. Dusts window ceilings, wood and blinds. Cleans windows and glass doors. Performs minor maintenance. Notifies staff regarding janitorial supply needs; monitors supply inventory budget and recommends maintenance and repair budget and expenditures.

Knowledge, Skills and Abilities

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work frequently walking, using hands to finger, handle or feel, pushing or pulling, lifting and repetitive motions and occasionally requires standing, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices and operating machines; work frequently requires working near moving mechanical parts and exposure to toxic or caustic chemicals and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Minnesota Special Boilers License within 6 months.

Valid driver's license.

Payroll Officer/Human Resources Assistant

Dept/Div: *Administration*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative work processing payroll, maintaining position descriptions and providing administrative assistance to the County Administrator and County Board, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Maintains County payroll information by collecting, calculating and entering data. Updates records by entering changes in exemptions, insurance coverage, savings deductions, job title changes and department/division transfers. Prepares reports and summaries of earnings, taxes, deductions, paid and unpaid leaves, disability and non-taxable wages; process and issue quarterly and annual reports including preparing W-2 forms. Conducts new employee orientation for County employees; administers and manages the County's benefit program; administers COBRA, FMLA, Retiree Continuation and corresponding sick and vacation leave policies. Conducts research on special projects for the County Administrator. Attends County Board meetings; prepares minutes; assists in compiling board agenda packets. Maintains ongoing confidentiality of personnel related responsibilities (e.g., applications, interviews, wage garnishments, child support, disciplinary issues etc.).

Knowledge, Skills and Abilities

Thorough knowledge of department policies, practices and procedures; thorough knowledge of organization and departmental legal guides, recommendation, best practices, ordinances and laws. General knowledge of time sheets, thorough knowledge of payroll reports and general knowledge of employee database maintenance. General ability to operate standard office equipment; general knowledge of standard office, accounting and payroll software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to manage several work projects simultaneously; ability to effectively communicate with department heads, staff, elected officials and members of the public.

Education and Experience

Associates/Technical degree with coursework in accounting, business administration, or related field and moderate experience payroll, human resources or accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Notary Public
Valid driver's license.

Appraiser

Dept/Div: Assessor

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work valuing, inspecting and classifying all property in the County for tax purposes; settles classification and valuation disputes, and related work as apparent or assigned. Work is performed under the general direction of the County Assessor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Physically views and values property; inspects and measures new and existing structures; examines sold properties to determine if adjustments are required to adjust schedules; Reviews values submitted by local assessors, determines if adjustments are required for equalization; compares values to state sales ration studies. Reviews and resolves appeals and inquiries from individuals and Boards of Review; advises employees, local assessors and local boards on State statutes and regulations. Verifies homesteads; educates the public on property tax programs. Maintains internal programs - Computer Assisted Mass Appraisal (CAMA) and land calculation.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; thorough knowledge of building construction practices for building and land values; comprehensive knowledge of state laws relating to property assessment; ability to read and understand building construction plans, blue prints and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; comprehensive skill operating standard office computer equipment and applicable hardware and software including Computer Assisted Mass Appraisal system and GIS; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in real estate and specified appraisal courses, or related field and moderate experience with appraisal or property tax administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and possible meth-labs in rural areas; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MN Assessors License as determined by MN State Board of Assessors.

Ethics Course every 4 years.

40 Continuing Education Hours every 4 years.

Valid driver's license in the State of Minnesota.

County Assessor

Dept/Div: Assessor

FLSA Status: *Exempt*

General Definition of Work

Performs complex advanced technical work developing, supervising, instructing and maintaining resources to determine the annual value of assessment and tax capacities for all properties in the County, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages, directs and trains local and staff appraisers to ensure consistent, uniform and fair assessment of County property; advise staff and local assessors of changes to assessment regulations or procedures. Stays current on trends affecting property values. Analyzes all conveyances of property filed within the County; determines valuation of property splits; verifies all Certificates of Real Estate Value filed with conveyances for sales price and financial information; monitor levels of assessment and report qualified sales information to Department of Revenue. Determines value of commercial/industrial properties or other properties out of local licensure allowance; searches for omitted real and personal property which may have been omitted or erroneously reported and contacts the County Auditor. Prepares and maintains land valuation map and corresponding information as prescribed by the Commissioner of Revenue. Directs and schedules local and County Board of Appeal and Equalization; determines if the individual conducting the hearing is qualified; provides options if this is not the case. Develops and submits accurate required abstract to the Department of Revenue or other County offices to enable mailing of tax statements; monitors and reviews annual assessments as of January 2 to ensure Annual Notice of Assessments are mailed in a timely manner. Prepares the annual Department Budget; monitors expenses throughout the year.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; thorough knowledge of building construction practices for building and land values; comprehensive knowledge of state laws relating to property assessment; ability to read and understand building construction plans, blue prints and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; comprehensive skill operating standard office computer equipment and applicable hardware and software including Computer Assisted Mass Appraisal system and GIS; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in real estate and specified appraisal courses, or related field and considerable experience, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts and exposure to fumes or airborne particles; work is generally in a moderately noisy location (e.g. business office, light traffic).

County Assessor

Dept/Div: *Assessor*

FLSA Status: *Exempt*

Special Requirements

Senior Accredited MN Assessor within 2 years

AMA License upon hire.

Ethics for MN Assessors every 4 years.

Professional Assessment Certification and Education every 4 years.

50 Continuing Education hours every 4 years.

Valid driver's license in the State of Minnesota.

Deputy Assessor

Dept/Div: Assessor

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative work physically viewing and valuing property, resolving appeals and responding to inquiries, and related work as apparent or assigned. Work is performed under the general direction of the County Assessor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Physically views, inspects, measures properties and investigates homesteading. Maintains internal programs and data such as CAMA and land calculations. Attends meetings including Boards of Review; educates, advises and answers taxpayer questions. Advises and assists local assessors with on-going questions and concerns; reviews the work of local assessors.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; thorough knowledge of building construction practices for building and land values; comprehensive knowledge of state laws relating to property assessment; ability to read and understand building construction plans, blue prints and specifications; ability to analyze factors which tend to influence the value of property and to exercise judgment in the determination of property values; comprehensive skill operating standard office computer equipment and applicable hardware and software including Computer Assisted Mass Appraisal system and GIS; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree and moderate experience with appraising property or property tax administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work requires close vision and distance vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and Unknown meth labs in rural areas; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Office Clerk

Dept/Div: *Assessor*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative support work assisting in the consistent and uniform administration of County assessment practices, and related work as apparent or assigned. Work is performed under the limited supervision of the County Assessor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Audits and validates New Year Input; maintains all parcels of real and personal property for 21 townships and eight cities. Compiles and manages Department of Revenue abstracts: Spring and Fall Mini Abstracts, Market Value Abstract, Social Security Abstract, Mobile Home Abstract, Assessment Abstract. Manages homestead applications and verify multi-parcel line up to ensure tax capacity is accurately calculated; confirms Residential-Agriculture-Special Ag, Blind, Disabled and Veteran Exclusions; processes Certificates of Real Estate Value for regional representative and Department of Revenue. Administers Cross County Carryovers to and from adjoining counties. Generates Sales Ration Reports and analysis. Interprets legal document; performs research, maintain department files; data entry; respond to members of the public over the phone and in person. Coordinates and processes Equalization Notices to meet DOR statutory deadlines.

Knowledge, Skills and Abilities

Comprehensive knowledge of office terminology, procedures and equipment and of business English, spelling and arithmetic; comprehensive knowledge of the operations of the department; general knowledge of the principles, practices and relevant laws of property appraising for assessment purposes; general knowledge of state laws relating to property assessment; ability to type at a reasonable rate of speed; ability to follow complex oral and written directions; skill in the operation of standard office, data entry and word processing equipment; ability to maintain complex records and prepare reports from such records; ability to establish and maintain effective working relationships with associates, program participants and the general public.

Education and Experience

High school diploma or GED and moderate experience with assessing and/or real estate, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires repetitive motions, frequently requires sitting and speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified Minnesota Assessing License within 2 years.

Ethics Course every 4 years.

Annual Licensure requirements 1 - 2 years.

Continuing Education Course - annually

Valid driver's license in the State of Minnesota.

Assistant County Attorney

Dept/Div: *Attorney*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work prosecuting cases on behalf of the State of Minnesota in Swift County; appears in court; advises Police Departments Countywide, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Represents the State of Minnesota in all criminal and civil cases including adult gross misdemeanor, felony, and County misdemeanor cases, civil commitments, child support, all juvenile delinquency and CHIPS. Drafts criminal and juvenile complaints; children in need of protection petitions and commitment petitions. Attends hearings and bench or jury trials depending on the case. Available to advise law enforcement officials twenty-four hours a day, seven days a week. Prepares law enforcement officials, witnesses, social workers and others for trials and hearings. Represents Swift County in childcare licensing, maltreatment appeals, and criminal and civil Minnesota Supreme Court and Court of Appeals cases. Researches legal issues and prepares memos to the court; prepares court orders. Reviews updates to the court from probations and social workers. Advises Human Services as to Adult and Child Protection meetings. Understand and coordinates government, court and criminal records to make proper charging or plea negotiations.

Knowledge, Skills and Abilities

Thorough knowledge of legal research, principles of substantive law and civil and administrative procedure; ability to understand and analyze varied factual scenarios and legal materials, present logical conclusions from analysis and develop creative approaches to problem solving; thorough knowledge of legal office procedures, practices and methods; ability to communicate complex ideas effectively both orally and in writing; ability to handle trial litigation; ability to prepare and render legal opinions; ability to develop and maintain effective working relationships with associates, media representatives, governmental officials and the general public.

Education and Experience

Juris Doctorate and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and climbing or balancing and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Licensed with the State of Minnesota.
Continuing Legal Education Credits.
Valid driver's license in the State of Minnesota.

County Attorney

Dept/Div: *Attorney*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work advising the County Board and agencies on all legal matters; represents the County in all civil and criminal court hearings; prosecutes all felony, gross misdemeanor and criminal matters in the County, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Electorate. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Represents Swift County in Court and Administrative proceedings. Supervises department staff. Coordinates with other criminal justice agencies; advises law enforcement officials and criminal investigators; advises County Officials on legal matters. Drafts criminal and civil complaints and civil petitions. Researches legal issues; reviews reports from law enforcement and County agencies. Prepares cases for court hearings and trials; interviews witnesses. Prepares and reviews County contracts; drafts and reviews proposed county ordinances. Educates the community on the criminal justice and court system.

Knowledge, Skills and Abilities

Comprehensive knowledge of municipal and county law, torts, contracts, civil rights, administrative process, and real property; comprehensive knowledge of local, state and federal laws and court decisions affecting municipalities and counties; thorough knowledge of standard office procedures, practices and equipment; ability to present complex ideas effectively orally and in writing; ability to handle complex trial and appellate litigation; ability to establish and maintain effective working relationships with County officials, court officials, members of the bar and the general public; comprehensive knowledge of personnel and employment law; parliamentary procedures; general knowledge of personal computer and associated hardware and software programs; skill in drafting ordinances and resolutions; ability to work independently and/or as a member of a team; ability to supervise the work of subordinate personnel; ability to prepare concise reports; ability to express ideas clearly and effectively orally and in writing.

Education and Experience

Juris Doctorate and extensive experience with laws affecting municipalities or counties, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota Attorney's License.
Annual Continuing Legal Education Credits.

Legal Assistant /Office Manager

Dept/Div: *Attorney*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work as first point of contact for the legal department; scheduling appointments; drafting and typing reports, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Attorney.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Types complaints, legal documents, letters and forms. Maintains County email system; answers phones; scans, copies and faxes documents; processes mail. Maintains attorney's calendars, schedules court hearings and private appointments. Assigns legal cases to attorneys; opens criminal, civil, chips, and probate cases on mcaps 4 data entry. Maintains contact and ability to work with law enforcement agencies, Probation Department, Human Services Division, Drug Task Force, court administrations and other agencies in obtaining accurate data to draft complaints and legal reports. Greets individuals when they arrive at the office. Researches codes for offenses and reference statute.

Knowledge, Skills and Abilities

Thorough knowledge of legal office practices, procedures, legal drafting, research and secretarial techniques; thorough knowledge of departmental functions, organization and policies; general knowledge of the functions and policies of the courts, state and federal agencies; thorough knowledge of legal terminology, forms and spellings; ability to lay out and type complex forms and tables; ability to perform basic legal research and to coordinate complex legal requests from various government departments and agencies; ability to organize data, gather information, prepare reports and maintain records; ability to type, take and transcribe dictation at a reasonable rate of speed; ability to establish and maintain working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in legal secretarial, or related field and moderate experience legal work experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Notary Public Certificate within 6 months.

Legal Assistant/Victim Witness Coordinator

Dept/Div: *Attorney*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled human support work coordinating victim and witness liaison activities; assisting attorneys with victim and witness trial preparation; including but not limited to conducting interviews and performing legal research; drafting memoranda, briefs, pleadings and other legal documents/correspondence; developing and maintaining data/reports, and related work as apparent or assigned. Work is performed under the limited supervision of the County Attorney.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Coordinates victim and witness liaison activities; refers to law enforcement and social service agencies; acts as liaison between the criminal justice system and witnesses and victims; provides referrals to advocates, social services, probation officials and related agencies. Assists attorneys in victim and witness trial preparation, including conducting interviews, locating witnesses and victims; prepares witnesses and victims for trial; provides information to victims and witnesses regarding their role and the legal process. Drafts memorandums, appellate briefs and other court documents; performs legal research and assists in trial preparation. Performs legal research and assists in trial preparation. Performs administrative functions to assist the County Attorney; maintains office law library. Develops and maintains statistical data and fiscal reports; maintains accounting and billing reports. Assigns work to support staff; trains staff and provides overall direction of the work process; coordinates work flow of attorneys and staff to prevent work backlog. Oversees upgrades of office technology; oversees data management and record retention processes.

Knowledge, Skills and Abilities

Thorough knowledge of modern principles and practices of criminal prosecution; thorough knowledge of interviewing techniques and human behavior; thorough knowledge of Minnesota Statutes, County Attorney's office policies, police reports, Minnesota Criminal Law Handbook, Child Protection referrals, thorough knowledge of the practices and techniques involved in counseling and crisis intervention; general knowledge of the criminal justice system; thorough knowledge of standard office equipment; thorough knowledge of excel spreadsheets, Victim Impact Statements, billing statements, timesheets, pleadings and letters, MCAPS Ad Hoc reports, general knowledge of legal office procedures, practices and methods; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with victims and witnesses, attorneys, court officials, state and local law enforcement officials and the general public; ability to prepare concise reports.

Education and Experience

Associates/Technical degree with coursework in paralegal, legal assistant, or related field and considerable experience working as a legal assistant, legal secretary or paralegal, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions; work requires close vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Ethics in Victim Services.
Crime Victim Rights.

County Auditor

Dept/Div: *Auditor*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work providing service to the public and other governmental agencies in the areas of real estate taxation and election administration; making complex calculations; responsible for the accuracy of financial activity and reporting, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Continuous supervision is exercised over Deputy Auditor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Calculates, collects and distributes property tax information; receives, reports and distributes levy information and allocations to state and local governmental agencies. Processes transfer of deeds. Reallocates ditch benefits on parcel splits. Oversees accounts payable payments; prepares checks and financial transfers; maintains cash receipts. Administers all election policies, oversees all election procedures and reporting requirements of the Minnesota Secretary of State. Monitors financial activity of special projects and application reporting State Department of Revenue, Office of the State Auditor and Federal. Works with Independent Auditors to verify proper County financial operations. Maintains special assessment and ditch records. Maintains an inventory of the County's fixed assets.

Knowledge, Skills and Abilities

General knowledge of organization and department policies, practices and procedures; general knowledge of legal guidelines, recommendations, best practices, ordinances and laws; comprehensive knowledge of financial statements; general knowledge of deeds, plat diagrams and surveys; thorough knowledge of property tax report calculations, trend analysis and budgeting; thorough ability with standard office equipment, software, accounting software and industry specific software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Bachelor's degree with coursework in business administration or finance, or related field and extensive experience public accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing and sitting and occasionally requires walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified Public Accountant (recommended)

Deputy Auditor

Dept/Div: Auditor

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work processing and maintaining all accounting duties for the County; maintains and verifies tax descriptions for all County land parcels; oversees elections, and related work as apparent or assigned. Work is performed under the limited supervision of the County Auditor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Responsible for accounts payable and receivable duties; prepares trial balances and year end reports; calculates and forwards sales tax payments; processes 1099 forms; prepares monthly departmental reports; assists in maintenance of the County capital asset system; performs independent work on a daily basis with some consultation with the Auditor. Certifies taxes on abstracts and deeds; maintains tax roles; records real estate transfers; receipts and posts delinquent taxes; prepares monthly reports; prepares tax settlements in January, June and November; interprets and draws out legal descriptions. Answers phones; greets and assists customers; types and mails correspondence; maintains spreadsheets for inter-agencies funds; serves as Notary Public. Registers candidates for elected office; registers voters; orders supplies; forwards election returns to the State; serves as an election judge; serves on the Absentee Ballot Board; serves as election administrator in SVRS (state election) System; sets up for elections and maintains in SVRS; inputs and submits final election night results in SVRS which are viewable on web.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of plat drawings, descriptions and COFARS manual; comprehensive knowledge of election procedures; thorough knowledge of billing, financial and tax statements; comprehensive skill operating standard office computer equipment and applicable hardware and software; comprehensive skill operating election machines and equipment; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to establish and maintain working relationships with elected officials, associates and members of the community; exercises independent judgment on accounting practices for County; works in conjunction with the Secretary of State on elections; works with Independent Auditors on annual audit.

Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience in office support or accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to extreme cold (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Election Judge Certificate.
AS 400 Experience.
Annual election judge training.

Emergency Management

Emergency Management Director

Dept/Div: *Emergency Management*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work developing and updating the County's Emergency Operations Plan; represents the County at State and Regional conferences, develops mutual aid agreements, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Prepares and oversees a comprehensive Emergency Management Plan for the County in coordination with the County Attorney and in accordance with State and County Emergency Operations Plans. Institutes training programs; prepare public information programs. Conducts practice warning alerts and periodic emergency exercises.

Knowledge, Skills and Abilities

Thorough knowledge of Emergency Operating and Hazard Mitigation Plans; thorough knowledge of Mutual Aid Agreements; thorough skills operating standard office computer equipment and applicable hardware and software to include accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking and sitting and occasionally requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to extreme cold (non-weather); work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

State Emergency Management Certificate suggested.

Annual workshops and exercises.

Valid driver's license in the State of Minnesota.

Administrative Assistant

Dept/Div: *Environmental Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work maintaining financial, grant and permit information for the department, and related work as apparent or assigned. Work is performed under the general direction of the Environmental Services Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Processes accounts payable and receivable; reconciles bank statements; prepares monthly statements; receives fee payments and issues receipts. Provides support to the County Safety Coordinator; sends out notices and creates materials for various boards, committees and commissions. Provides department updates for the County's GIS system; provides computer support for the department; backs-up files; maintains department's hardware/software; serves as liaison with vendors. Provides information to the public on zoning, feedlot locations, septic systems; prepares ads to raise public awareness on hazardous waste and recycling. Prepares a variety of monthly and quarterly reports. Processes licenses; assists the public in preparing permits and variances; Answers phones; greets visitors; provides information over the phone and in person; types correspondence.

Knowledge, Skills and Abilities

General knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of FEMA maps, GIS mapping and software manuals; comprehensive ability to prepare time sheets and letters; thorough knowledge of maps, reports and grant reports; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to establish and maintain working relationships with elected officials, associates and members of the community.

Education and Experience

High school diploma or GED and considerable experience in and administrative/office setting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and occasionally requires standing, walking, reaching with hands and arms and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Environmental Services Director

Dept/Div: *Environmental Services*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work maintaining department records and reports; attends assigned meetings and inspects property for conformance to County environmental guidelines, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Departmental oversight is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Completes and submits required reports; coordinates water plan implementation. Provides input to the County Board on environmental policies and budgets; oversees department budget. Reviews safety policies and procedures, recommends updates and improvements. Supervises staff and oversees facility operations. Inspects feedlots and septic systems for compliance with regulations; provides information to the public on department/environmental issues. Oversees recycling contracts; oversees department document maintenance. Stays current on environmental issues by attending training sessions and monitoring federal, state and local updates.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; Comprehensive knowledge of septic system design and zoning ordinances; thorough knowledge of feedlot and flood plain ordinances; thorough knowledge of solid waste and wind energy programs; thorough knowledge of budgets and timesheets; thorough knowledge of solid waste, waste management and recycling programs; general skills operating standard office computer equipment and applicable hardware and software to include accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions, frequently requires working in high, precarious places, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to the risk of electrical shock and working with explosives; work is generally in a very loud noise location (e.g. jack hammer work, garbage recycle plant).

Environmental Services Director

Dept/Div: *Environmental Services*

FLSA Status: *Exempt*

Special Requirements

Feedlot Certificate

Flood Plain Certificate

ISTS

Design ISTS

Valid driver's license in the State of Minnesota.

Maintenance Worker III - Environmental Services

Dept/Div: *Environmental Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work operating and maintaining heavy and stationary equipment; processes compost and landfill materials, and related work as apparent or assigned. Work is performed under the moderate supervision of the Plant Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Loads semi-trailers with non-processable materials for the land fill; operates heavy equipment including semi-truck and skid steerer. Collects recyclable materials; grinds glass; sorts materials; moves recycling containers. Visibly inspects and hand sort garbage for compost grinding; process compost, recyclables, and land fill materials. Instructs and supervises Sentence-to-Serve inmates and community service workers. Performs preventative maintenance on heavy equipment and machines; performs facility and ground maintenance; snow removal as required. Loads semi-trailers with recyclable for market; weighs garbage trucks arriving and departing the facility; pays the public for recyclable materials. Assists customers in handling materials; provide information to the public.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and moderate experience with heavy equipment, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Forklift Certificate within 6 months
Safety Driving Training within 6 months
Valid driver's license in the State of Minnesota.

Plant Supervisor

Dept/Div: *Environmental Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult technical work supervising overall plant operations to include hiring, advising on employment issues, budgeting and purchasing; markets recycling material; assists members of the public with regard to recycling and hazardous waste policies; maintains equipment, and related work as apparent or assigned. Work is performed under the general direction of the Environmental Services Director. Divisional supervision is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Supervises department employees, Sentence-to-Serve Inmates and Development Achievement Clients; inspects work; assists in the hiring process; analyzes work processes; determines the number of employees, types of equipment and materials required for the facility; supervises Sentence-to-Serve inmates. Markets recycling material; coordinate the logistics of delivering material to its destination. Assists the public with unloading recyclables; answers questions and provides information regarding solid and hazardous waste and recycling procedures; weighs materials; receives payment and provides receipts. Performs safety inspections of the facility to include after hour inspection of the facility and contents. Performs pre-work day activities to include maintenance, staffing, correspondence with haulers and day-to-day operations. Ensures solid waste haulers and contracted recyclers are available for holiday schedule(s). Records and files all maintenance records; forward information collected to the MPCA for annual report. Purchases and maintains an inventory of required parts and supplies. Assists customers with applications for various permits. Lawn maintenance and snow removal when required.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of electrical manuals/drawings, alarm system manuals and solid waste/recycling contracts; comprehensive knowledge of equipment manuals and parts books; thorough knowledge of performance appraisals; comprehensive knowledge of timesheets, maintenance records/reports and budget/balance sheets, comprehensive ability to operate heavy equipment (skid-steerer, semi-tractor and trailer), gas torch, lawn mower, welder, composting and electrical equipment; general skills operating standard office computer equipment and applicable hardware and software to include accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree and considerable experience with general maintenance and/or heavy equipment operation, or equivalent combination of education and experience.

Plant Supervisor

Dept/Div: *Environmental Services*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and tasting or smelling, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to fumes or airborne particles, frequently requires working near moving mechanical parts and exposure to toxic or caustic chemicals and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Welding Certificate.

Valid commercial driver's license.

Office Manager-Extension

Dept/Div: *Extension*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work managing the day-to-day functions of the Extension Office; provides support to 4-H and related programs, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages day-to-day office functions; answers phones; greets and assists customers; maintains files. Creates forms; prepares reports, spreadsheets, newsletters, flyers and brochures. Prepares 4-H enrollment, IDs and fair packets; records 4-H fair activity; manages electronic reporting for all 4-H programs; oversees Master Gardener Program and Swift County Crop Improvement Association. Tracks expenses, codes bills and coordinates purchase of office supplies and equipment. Prepares payment vouchers, agendas, minutes and budget reports to the Extension Committee. Assists various County departments with software support, proofreading, typing, filing and answering phones. Trains and mentors new Extension staff in surrounding counties. Develops and maintains the County website.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of 4-H practices and procedures; general knowledge of billing invoice, expense vouchers, budget reporting; comprehensive skill preparing flyers and brochures; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; thorough ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and moderate experience providing office support and customer service, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to livestock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Assistant County Engineer

Dept/Div: Highway/Engineering

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced technical work assisting in the coordination and planning of County roadway maintenance and construction programs, and related work as apparent or assigned. Work is performed under the general direction of the County Engineer. Continuous oversight is exercised over all personnel within the team.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Supervises and evaluates assigned staff; manages employee concerns; directs work assignments. Assists the Engineer in the direction, planning and implementation of construction projects; provides technical direction for construction, maintenance and planning operations. Creates, reviews and receives various reports and documents: personnel documents, construction plans, union contracts, work orders, permit applications, budgets and structural reports. Inspects construction projects; conducts material testing; conducts annual Bridge Safety Inspections. Conducts easement negotiations; prepares legal descriptions for Right-of-way acquisitions. Assists the Engineer in supplying information and reports to the County Board. Researches and purchases engineering supplies; assists with general office administration.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of MN DOT spec books, project plans and proposals, thorough knowledge of traffic sign manuals, contracts and legal land descriptions; comprehensive knowledge of plans and proposals, bidding documents, pay estimate information, federal, state and county permitting processes; ability to operate general vehicles, standard office computer software and hardware; thorough knowledge of bridge inspection programs; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in engineering, or related field and considerable experience in engineering, roadway design, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and sitting and occasionally requires reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MnDOT Materials Testing Certification
MnDOT Team Leader Bridge Safety Inspection Certification
Erosion and Sediment Control Certification
AutoCAD.
GPS.
Valid driver's license in the State of Minnesota.

County Engineer

Dept/Div: *Highway/Engineering*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work overseeing the day-to-day operations of Swift and Yellow Medicine County's Highway Departments and Yellow Medicine County Parks Department; apply for, and oversee all State and Federal grant programs; approve payments for construction contracts, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Executive Board and Swift County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Oversees the day-to-day operations of Swift and Yellow Medicine County's Highway Departments; reviews and certifies the annual highway report of activities and expenditures; forwards report to County Board, State and Federal agencies. Supervises employees; handle all department personnel issues; conducts interviews and recommends hiring of personnel to the County Board. Manages all construction projects; directs payments and construction activities; develops long range, Five-Year-Capital Improvement Plans for Counties. Oversees the development of long range equipment replacement schedules; administers the development of specifications for equipment purchases. Serves on committees; attends board and department head meetings; prepares agenda information to the County Board. Approves bridge load ratings on all structure in the Counties; team leader overseeing reviewing and approving annual bridge inspection program. Reviews and approves plats. Develops and tracks department annual operating budget. Prepares and approves permits from the DNR, MPCA and related regulatory agencies.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of MN DOT spec books, project plans and proposals, thorough knowledge of traffic sign manuals, contracts and legal land descriptions; comprehensive knowledge of plans and proposals, bidding documents, pay estimate information, federal, state and county permitting processes; thorough knowledge of department balance sheets, pavement performance charts, Minnesota Manual for uniform traffic control, bituminous paving, concrete, grading and base, and erosion control manuals; general knowledge of power point, CADD, hydro CADD, traffic signals and ARC View; thorough knowledge of grant writing and administration; ability to operate standard office computer software and hardware; thorough knowledge of bridge inspection programs; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Bachelor's degree with coursework in civil engineering, or related field and extensive experience, or equivalent combination of education and experience.

County Engineer

Dept/Div: *Highway/Engineering*

FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Certified Bridge Inspector in the State of Minnesota
MPCA SWPP Design Certificate
Certified Professional Engineer in the State of Minnesota
Valid driver's license in the State of Minnesota.

Engineer Technician

Dept/Div: Highway/Engineering

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work overall support of the County Highway Department in the maintenance of County roadways, right-of-way, drainage structures and other projects, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant County Engineer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Conducts construction surveys for roadways, right-of-way, drainage structures and related projects; assists in designing highway improvement projects; assembles and calculates design and project data; inspects construction projects; calculates and tabulates quantities of materials and field data; assesses the quality of work being performed and recommend changes. Collects and records survey data; determines and marks boundaries, slope, topography, points and elevations. Drafts project plans; compiles data and reviews plans for accuracy and general drafting work; designs plans from field data using CAD software and related equipment. Researches legal property descriptions, creates legal documents for easements; designs road and ditch grades; prepare and interpret land descriptions. Locates section corners; establishes road stationing; conducts cross section survey; establishes and carries elevation control; conducts topo surveys; establishes centerline for bridge surveys; performs construction staking. Loads counter; ticket taker; installs stakes; transports samples; maintains supplies in survey vehicles; minor vehicle maintenance. Operates, maneuvers steer equipment and machinery requiring simple but continuous adjustments such as motor vehicles, drafting instruments, CAD/GIS, plotters, land surveying instruments and distance measuring devices.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of engineering, road surveying and construction of road and bridge projects; thorough knowledge of engineering plans, specifications and drawings; ability to read and interpret plans, specifications and blueprints and compare them with various aspects of construction in progress; ability to prepare contracts and related documents; ability to maintain accurate records and prepare reports; skill in the use of various engineering-related and computer software programs and equipment; ability to operate standard office computer software and hardware; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in land surveying or civil engineering, or related field and moderate experience in surveying, engineering or construction, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and lifting and occasionally requires sitting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles and exposure to extreme heat (non-weather); work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Engineer Technician

Dept/Div: *Highway/Engineering*

FLSA Status: *Non-Exempt*

Special Requirements

Aggregate Production

Concrete Field Level 1

Bituminous Street Level 1 and 2

Grading and Base Level 1 and 2

Civil 3D Drafting

Valid driver's license in the State of Minnesota.

Highway Accountant

Dept/Div: Highway/Maintenance

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult skilled administrative support work managing financial operations for the Highway Department; assists in the general administration of the Department, and related work as apparent or assigned. Work is performed under the general direction of the County Engineer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages and monitors cash flow, balances and financial database; directs road and bridge investments to ensure adequate operating balances and sustain programs; makes financial recommendations to the County Engineer. Develops, administers and maintains procedures for fund tracking in compliance with State and Federal accounting practices and procedures; performs cost accounting; creates journal entries and reconciles to balance ledger. Prepares the annual budget; prepares and analyzes fiscal and statistical reports for the County Engineer, County Board, audit firm, MnDOT, Federal Highway Administration. Prepares and processes payroll; prepares and processes accounts payable and requisitions; prepares and processes accounts receivable and receipting. Oversees and monitors procurement practices and procedures for compliance with policy and department goals. Oversees inventory control and maintenance; prepares and administers equipment and infrastructure schedules, depreciation and fixed assets. Tracks and reports all financial aspects of construction projects; assists in project preparation and construction process/reporting. Assists in the overall administration of the department; assist residents with questions, requests and complaints; purchases office equipment and supplies; maintains the department files and data base security.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of engineering, road surveying and construction of road and bridge projects; thorough knowledge of inventory control and fixed assets; thorough knowledge of budget preparation, payroll operations and accounting; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, vendors, governmental entities, associates and community members.

Education and Experience

Associates/Technical degree with coursework in accounting or finance, or related field and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires standing and sitting and occasionally requires walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Notary Public

Valid driver's license in the State of Minnesota.

Maintenance Supervisor

Dept/Div: *Highway/Maintenance*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled trades work assisting in the management of the day-to-day operations of County Highway Department; monitors the quality of road maintenance; assigns work and trains new employees, and related work as apparent or assigned. Work is performed under the general direction of the County Engineer. Divisional supervision is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages day-day operations; checks roads and signs, reviews daily time cards; oversees gravel hauling and mowing; monitors quality of road maintenance; plans equipment purchases. Contacts and meets land owners for approaches, tile and pipe work. Monitors quality of road maintenance. Operates loader, motor grader, back hoe, snow plow, forklift, welding and cutting torch. Responds to emergency calls year round, 24 hours a day. Reports to the County Engineer on a daily basis for updates on projects and the days' activities. Performs general office duties and other duties as assigned. Plans and implements work schedules; reviews work records; trains new employees. Conducts employee safety meetings.

Knowledge, Skills and Abilities

Thorough knowledge of materials, methods and practices essential to construction and repair of streets and related facilities; general knowledge of the methods and practices of civil engineering as applied to various aspects of street construction, maintenance and repair and storm drainage installation, maintenance and repair; ability to train and schedule employees; skill in the operation of construction and maintenance equipment; ability to read engineering plans; ability to establish and maintain effective working relationships with subordinates, superiors and the public.

Education and Experience

High school diploma or GED and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid commercial driver's license in the State of Minnesota.

Maintenance Worker III

Dept/Div: Highway/Maintenance

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work in the repair and maintenance of the County's highway system and right-of-way; plows snow and sands streets; operates and maintains light and heavy equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the Maintenance Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Operates heavy equipment in the maintenance County roads. Blades roads and hauls gravel. Operates equipment if paving, and crack filling. Plows snow and sands streets; blows snow off the roads. Mows and maintains ditches. Operates road grader, skid steerer and back hoe. Responds to disaster clean-up and tree removal.

Knowledge, Skills and Abilities

General knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned; ability to operate light and heavy equipment; skill in the use of specialized equipment and hand tools to which assigned; ability to understand and follow specific oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to lift heavy articles; ability to read and write; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and moderate experience working with heavy equipment, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Forklift Certification
Safety Training within 1 year
Forklift Training within 1 year
Valid commercial driver's license in the State of Minnesota.

Mechanic

Dept/Div: Highway/Maintenance

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work repairing and maintaining County Highway Department equipment and vehicles; maintains records of repairs; conducts annual DOT inspections of vehicles and equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the Maintenance Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Makes repairs to highway department equipment and vehicles. Order parts for required repairs. Maintains records of repairs to equipment including warranty work that is done by the dealer. Fabricates parts for equipment. Conducts Annual DOT Inspections.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of the methods, tools and equipment used in the repair of light automotive passenger cars, trucks, construction and maintenance equipment; thorough knowledge of and skill in the use and operation of shop tools and machinery; ability to detect by inspection any worn or broken automotive parts; ability to adapt available tools and repair parts to specific repair problems; ability to interpret and work from sketches, diagrams and installation and repair charts; ability to follow oral and written instructions accurately; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates.

Education and Experience

Associates/Technical degree with coursework in mechanics, or related field and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting and occasionally requires sitting, using hands to finger, handle or feel and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to vibration and occasionally requires wet, humid conditions (non-weather), exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

DOT Certification

Diesel Mechanic

Valid commercial driver's license in the State of Minnesota.

Senior Engineering Technician

Dept/Div: *Highway/Engineering*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work providing the necessary design, inspection and surveying to meet County, State and Federal funding requirements, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant County Engineer. Occasional oversight is exercised over Engineering Technician.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Conducts surveys on road construction and maintenance projects; inspects construction sites with regulations and specifications; calculates and tabulates quantities of materials and field data; assesses the quality of work being performed and recommends changes. Drafts project plans; compiles data and reviews plans for accuracy and general drafting work; designs plans from field data using CAD software and related equipment. Analyzes data to perform engineering calculations related to construction projects or studies. Provides direction to lower level technicians in inspection, survey and design situations. Assists in annual bridge inspections. Prepares right-of-way acquisition forms for construction projects. Participates in the public information process designed to take public comments and explain department design. Prepares maps, diagrams and charts needed for projects of assignment.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of engineering, road surveying and construction of road and bridge projects; thorough knowledge of engineering plans, specifications and drawings; ability to read and interpret plans, specifications and blueprints and compare them with various aspects of construction in progress; ability to prepare contracts and related documents; ability to maintain accurate records and prepare reports; skill in the use of various engineering-related and computer software programs and equipment; ability to operate standard office computer software and hardware; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in civil engineering/surveying, or related field and considerable experience with surveys, designs and the construction of roads and bridges, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work frequently standing, walking, sitting, speaking or hearing and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Senior Engineering Technician

Dept/Div: *Highway/Engineering*

FLSA Status: *Non-Exempt*

Special Requirements

MN/DOT Bituminous Plant I & Concrete Plant I

MN/DOT Street I & II

MN/DOT Concrete Field I & II

MN/DOT Bridge Construction I & II & Bridge Safety Inspection

MN/DOT Grading and Base I & II

Construction Installer - Erosion Control

Valid driver's license in the State of Minnesota.

Account Technician I

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs skilled administrative support work processing SSPS/SSIS, IFS and MEC2 payments, document imaging and backing up the receptionist, and related work as apparent or assigned. Work is performed under the limited supervision of the Fiscal Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

SSPS/SSIS payments - reviews and codes vouchers; enters vouchers payments; marks, scans and files paid vouchers; assists in setting up Service Agreements. IFS - administrative vouchers - reviews and codes vouchers; enters vouchers for payments; prepares board approval report; marks, scans and files paid vouchers. MEC2 - enters and maintains provider file; verifies billings and enters information for payments; checks into fix discrepancies; keeps manual ledger for child care payment to assist in child care reporting. Scans client files; reviews, indexes, adds, deletes, moves and edits pages; prepares files for transfer; deletes files for record destruction. Serves as back-up to the receptionist; assembles assessment folders for social workers; files and completes yearly file destruction reports.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of MEC2 manuals/SIR; thorough knowledge of SSIS/SSPS; thorough knowledge of Administrative IFS and document imaging; comprehensive knowledge of Word, Excel and Internet protocols; comprehensive knowledge of document imaging; thorough knowledge of Data Privacy; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and moderate experience in administrative support or accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires walking, sitting, stooping, kneeling, crouching or crawling and reaching with hands and arms; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.

Case Aide/Family Support and Educator

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate human support work strengthening and empowering families by providing in-home parent education and support services. Provides Representative Payee services for clientele receiving benefits through the Social Security Administration who are deemed incapable of handling their financial affairs. Provides the Incredible Year Parenting curriculum in a classroom setting who are targeted as high risk. Responsible as the Terminal Agency Coordinator and serving as the CJIS on-line administrator. Interviews parents whose children have been placed out of the home to determine their parental fee and completion of all appropriate paperwork. To assist with the process of IV -E and MA programs by meeting with families to complete the necessary applications and forms. Submit this position's data entry of time recording, case recording, statistical data and ensure all information is correct; back up Office Support Specialist, provide minimal support to administrative services to social service staff., and related work as apparent or assigned. Work is performed under the moderate supervision of the Social Services Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Makes home visits to strengthen and empower families by helping them build the skills necessary to succeed in daily life and develop self sufficient skills; educate families in the area of nutrition, establishing schedules, money management; connects families with appropriate resources. Assesses the clients needs and determine how benefits maybe used for personal care; monitor and approve clients spending; reports to the Social Security Administration and changes that may affect the client's payments. Serves as Terminal Agency Coordinator; manages users and resets passwords; serves as Criminal Justice Information System online administrator for the agency. Interviews parents whose children have been placed in out-of-home care; gather mandatory information, explain and determine out-of-home parental fees in accordance with child support guidelines and State/County parental fee policy; maintains complete and accurate parental fee records. Teaches the Incredible Years Parenting Curriculum. Maintains records and information in confidential manner; attends meetings and seminars as required; Performs administrative duties; provides information to the public; backs up the front desk as required.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of the principles and practices governing services provided by the agency; general knowledge of social, economic and health problems such as clients with developmental delay and mental illness; thorough knowledge of various financial and social service programs, general skill using standard accounting software and maintaining records and reports related to services for clients; comprehensive skill/ability of teaching in group settings as well as an individual setting, and to motivate people to learn and apply their new knowledge; comprehensive knowledge of the operations of the BCA Terminal; knowledge of social services licensing and background requirements; comprehensive skill composing general correspondence; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to deal with people who have various mental, socio-economic and risk levels; ability to deal with angry and uncleanly people in a professional and effective manner; ability to analyze data and exercise sound judgment; ability to understand and interpret laws, policies and regulations; ability to solve problems within the scope of responsibility; ability to meet deadlines; comprehensive skill using standard office equipment and related hardware and software; ability to communicate effectively orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates service providers, law enforcement, probations, Prairie 5, court officials, federal and state agency representatives - (i.e. Bureau of Criminal Apprehension, Social Security Administration, DHS, Medicare, Medicaid, Private Industry Council) medical facilities, financial agencies, attorneys, Workers Comp. Agency, collection agencies and the general public.

Education and Experience

Associates/Technical degree and moderate experience, or equivalent combination of education and experience.

Case Aide/Family Support and Educator

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the frequent exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Irate individuals; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

BCA Certification (non-criminal justice agency)
MN Civil Service Merit System
Social Service Information System Training
AS400 - General Welfare Fund Program
Olympus DSS Training
EBT Edge System Training
IV-E Training
Representative Payee Training (Social Security Administration)
Parental Fee Training (DHS)
Valid driver's license in the State of Minnesota.

Child Support Officer

Dept/Div: *Human Services*

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate advanced human support work performing paralegal functions related to the establishment and enforcement of child support orders; initiates legal actions when necessary; maintains legal documentation; works to establish paternity, and related work as apparent or assigned. Work is performed under the general direction of the Financial Assistance Supervisor II.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Processes cases to comply with court orders regarding income withholding, cost-of-living adjustments, liens and medical insurance provisions; monitors billings and payments on accounts and contacts obligors to resolve delinquent payments; makes appropriate referrals to establish/modify when appropriate; contacts clients who have received overpayment of public assistance money due to retaining child support payments; sets up recovery payment plan and monitors compliance; negotiates out of court child support related settlements for approval by the appropriate authority. In the absence of the Support and Collections Specialist, selects and refers appropriate cases to the County Attorney for legal action; prepares legal documents for review and signature of the County Attorney; testifies on behalf of the agency; prepares court documents; provides financial and current case status information; gathers information, reviews finances and makes recommendations for the amount of child support to parents, attorneys and the court; participates in modification in child support and appeals hearings. Handles case correspondence and all necessary case maintenance; retrieves, enters and changes information from paper and computer files in order to obtain/modify case information, monitors case status and oversees the progress of enforcement actions; responds to inquiries about the child support program from any party; makes referrals to other agencies as appropriate; requests and gathers pertinent information such as court orders, parental identification material, paternity acknowledgements etc. Locates absent parents through cooperative efforts with law enforcement agencies, Department of Human Services, the post office, employers and other information sources; interviews parents to obtain case information, employment status and determine their ability to pay child support. Interviews mother and alleged father in paternity cases to explain related laws, responsibilities and rights to secure acknowledgement of paternity; initiate necessary legal action to establish a court order for support and/or reimbursement, or to enforce an existing court order. Implements program changes as mandated by the legislature and Department of Human Services; stays current by attending meetings and using online sources.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of child support programs and procedures; general knowledge of the principles and practices of public social service organizations; ability to establish and maintain effective working relationships with clients, associates, legal and court professionals and the general public; skill in the practice of interviewing; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and considerable experience as an eligibility worker or working in collections, or equivalent combination of education and experience.

Child Support Officer

Dept/Div: *Human Services*

FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking and reaching with hands and arms; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and operating motor vehicles or equipment; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Department of Human Services Department Training
DHS Legacy computer system for Child Support (PRISM).
Valid driver's license in the State of Minnesota.

Community Social Services Director

Dept/Div: *Human Services*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work facilitating the orderly and efficient operations of the Department with the goal of providing social services to clients; directs and evaluates staff; develops policies and evaluates programs; maintains compliance with State program guidelines, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Arranges monthly Community Social Services (CSS) Board meetings; develops and monitors the Department's Annual Operating Budget; researches and analyzes items/issues to be presented to the CSS Board; acts on behalf of the board; follows-up with correspondence, arranging, attending and conducting meetings; prepares reports etc.; corresponds with State agencies and other agencies; serves as liaison between the CSS Board and staff in personnel matters; stays current on Human Service legislation; evaluates staff needs caused by new and/or changing programs; maintains and destroys records per County, State and Federal schedules. Selects staff in accordance with Equal Employment Opportunity Commission/Affirmative Action and Minnesota Merit System guidelines; trains and supervises personnel; develops, maintains and interprets personnel policies; administers union contracts; leads Leadership Team. Provides and arranges for training and consultation when needed; arranges for staff meetings and group sessions; prepares staff for promotion and advancement; maintains staff performance and compliance with State and local policies; organizes deploys and assigns staff in an efficient manner; advises staff of Merit System and CCS Board decisions; administers progressive discipline protocol. Promotes workplace safety (facility, vehicles, ergonomics etc.); identifies and takes action when health and safety of employees may be at risk; reviews accident and injury reports and takes appropriate corrective actions; conducts building inspections and emergency evacuation drills. Negotiates provider contracts; analyzes provider financial data; ensures provider rates and services are within program guidelines; defines documentation and reporting requirements for providers.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of principles and methods of human services program administration; thorough knowledge of human behavior essential to working effectively with individuals and groups; thorough knowledge of Federal, State and local human services policies and programs, and the laws on which they are based; ability to plan, organize and direct a staff of professional and non-professional employees; ability to analyze complex data and develop comprehensive courses of action; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to express complex ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with county officials, clients, community agencies, associates and the general public.

Education and Experience

Bachelor's degree with coursework in human services, business administration, social work, education, or related field and considerable experience in adult learning, motivation, business analysis, fiscal reporting, government programming, or equivalent combination of education and experience.

Community Social Services Director

Dept/Div: *Human Services*

FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and occasionally requires walking and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota Association of County Social Services
Administrators (MACSSA) "Director School"
Valid driver's license in the State of Minnesota.

Eligibility Worker

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate advanced human support work determining the eligibility for clients for income maintenance; assists with client enrollment in health care programs; identifies the need to related social services, and related work as apparent or assigned. Work is performed under the limited supervision of the Financial Assistance Supervisor II.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Determines initial and continued eligibility for a variety of health care, work programs, general assistance, nutritional assistance, child care assistance, emergency assistance, County Burials and Foster care programs; processes required reports and reviews on a monthly basis; educates and enrolls clients on managed care; responds to client complaints through verbal and written correspondence; resolves daily messages; income and eligibility verification system (IEVS); hire hits and discrepancies. Interviews applicants and recipients for initial and on-going eligibility for public assistance programs; interprets and explains rules and regulations governing eligibility and grants, methods of payment and legal rights to applicants and recipients. Initiates procedures to approve, modify, deny or terminate eligibility and grants for various public assistance programs; authorizes amounts of grants based on the detailed complex program eligibility criteria; provides information to child support officer and other providers on new and existing cases. Records and evaluates personal and financial data obtained from applicants and recipients and accurately inputs it in the State data base system. Identifies need for social services and/or other community resources and makes referrals for same; makes fraud referrals as required; prepares and participates in client appeals; establishes and set up initial cash, food, medical and child care assistance overpayments.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of the principles and practices of public social service organizations; general knowledge of current social, economic and health problems and of human behavior and social functioning; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to perform basic mathematics including calculating percentages; ability to follow oral and written instructions; ability to organize work schedule, manage workload and meet deadlines; ability to communicate complex ideas effectively, orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the general public.

Education and Experience

High school diploma or GED and moderate experience in clerical work, or equivalent combination of education and experience.

Eligibility Worker

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, sitting and repetitive motions and occasionally requires walking and reaching with hands and arms; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MN Merit System Test

250 hours of Program Training during the first year

System Training - MAXIS, MMIS II & MEC2

MNSure Program Training

DHS Training - Health Care, Food and Cash Programs

Valid driver's license in the State of Minnesota.

Financial Assistance Supervisor II

Dept/Div: *Human Services*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work supervising the income maintenance and child support units; developing and interpreting policy; coordinating with social services; recruits, selects and evaluates staff, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Human Services Director. Divisional supervision is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Supervises Income Maintenance and Child Support unit staff; assigns work to staff and monitors caseload sizes to maintain equitable workloads. Analyzes, evaluates and makes modifications in procedures involved in the management of Income Maintenance and Child Support divisions; develops and interprets policies through attendance at conferences, staff meetings, directors and representatives of the Department of Human Services. Recruits and selects personnel when a vacancy occurs or new position is created; fosters the professional development of staff; provides new employee orientation as well as ongoing in-service training using supervisory staff and consultative services; provides staff performance evaluations and recommends assignment of personnel and/or additional staff. Interviews clients under special circumstances; listens to grievances and recommends appropriate resolution to the director. Performs program analysis and needs assessment; assists in the development of the department's annual budget. Provides management information for the Board and agency administration; participates in the administrative management of the agency. Represents the agency at meetings, conferences with other agencies and/or individuals about areas of joint administration or concern. Completes or assists with the completion of agency contracts that affect the Income Maintenance unit. Serves as Security Liaison for MAXIS, MNsure, Minnesota Management Information System, Health Quest, Policy Quest, Edge (Electronic Benefit system) SIR (Shared Master Index) and SAM (State Access Management for managing staff access to DHS state systems including SIR, MAXIS, MEC2, MMIS, PRISM etc...); responsible for setting up new staff, unsuspending passwords and reviewing discrepancy reports between data bases. Handles collection cases for all income maintenance programs; compiles information, verifies that claims are correct and set-up claims in MAXIS system; provides case maintenance for claims; compiles fraud cases and forwards to County Attorney for prosecution of Administrative Disqualification Hearing process.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge in DHS Bulletins, HealthCare, Cash/Food Support, Child Care manuals, InfoPac reports; thorough knowledge of legal documents, computer database systems (MAXIS, MMIS, MC2, EDGE, PIN etc.), Data Privacy rules and regulations; thorough knowledge of attendance records, timesheets, performance appraisals, balance sheets for collections, estates and child care; general knowledge of statistical MFIP reports and press releases; considerable knowledge of income maintenance and child support programs and procedures; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in accounting or social work, or related field and moderate experience supervising employees, or equivalent combination of education and experience. Bachelor's degree preferred.

Financial Assistance Supervisor II

Dept/Div: *Human Services*

FLSA Status: *Exempt*

Special Requirements

IM Training within 6 months

Child Support Training within 6 months

Valid driver's license in the State of Minnesota.

Fiscal Supervisor

Dept/Div: *Human Services*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work developing and maintaining financial records and reports; coordinating administrative functions of the Finance Office; providing IT support; preparing and monitoring the agency's budget including capital outlay, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the CSS Director. Divisional supervision is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Maintains statistical information related to financial condition of the agency; prepares monthly, quarterly and yearly fiscal records; advises the Agency Director regarding financial concerns; prepares payroll records for the County Payroll Administrator; oversees personnel records systems for the Human Services Department; oversees processing of bills; requisitions and receipts. Prepares annual department budget for Human Services; prepares biennial CCSA Financial Plan; assists with the implementation of budget portion of grant applications; monitors cash flow, general ledger, receivable, disbursement and general journal; manages investments for agency in conjunction with the County Treasurer. Provides regular supervisory consultation with Fiscal Unit; assigns responsibilities to staff; monitors and reviews work of staff; authorizes staff work hours; identifies staff development and training needs; trains new accounting staff. Assists in developing interview guidelines and orientation material for new staff; assists in interviewing and selection of new staff; develops and maintains position description material; conducts probationary and annual evaluations; recommends and administers disciplinary action. Maintains Local Area Network and schedules required maintenance; maintains Local Security Systems on networks; assists with installation of new computers, new/changing workstations and printers; provides routine maintenance of computers and printers; troubleshoots software, hardware and system problems.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of Federal tax law related to 1099 processing; general knowledge of MN Sales Tax laws and procedures for maintaining internal networks; comprehensive knowledge of budgets and fiscal reports; thorough knowledge of annual tax forms for agency vendors, cash flow and investment reports for the County Board, fiscal reports for annual review by Examiners, attendance records and timesheets; knowledge of Data Privacy requirements; knowledge of Governmental Accounting Standards Board requirements; knowledge of governmental accounting practices in maintenance of financial records; thorough knowledge of SSIS, Maxis, MMIS, MN-ITS and document imaging software; knowledge of servers, CPU's and network printers; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in accounting or business administration, or related field and considerable experience, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and occasionally requires standing and walking; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Fiscal Supervisor

Dept/Div: *Human Services*

FLSA Status: *Exempt*

Special Requirements

Minnesota State Fiscal Accounting System

Social Services Information Systems

MMIS, MN-ITS and MAXIS or Curam within 6 months

Valid driver's license in the State of Minnesota.

Information Systems Specialist, Sr.

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work coordinating and entering Social Services data in order to receive Medical Assistance and health plan payments; trains and provides support to the Social Services Department, Fiscal Supervisor and others; prepares reports and maintains records; coordinates and enters Social Services information required to receive medical assistance and health plan payments; acts as SSIS mentor (both worker and fiscal). Coordinator, System Administrator, Security and Trainer in both SSIS Worker and SSIS Fiscal Systems. Acts as a resource to the Social Services Department to help identify and correct errors. This position provides assistance to the Fiscal Supervisor and back-up to the other ISS.Sr and Accounting Technician., and related work as apparent or assigned. Work is performed under the general direction of the Fiscal Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Provides day-to-day user support to Social Services Information System (SSIS) users and assists with navigation of the application; investigates and analyzes user problems; performs related research and special projects for social services staff; receives SSIS updates, implementation memos, release documents and installation schedules, distribute to appropriate users; prepares required monthly uploads and reports for Federal and State reporting and administrative reimbursement; reviews and corrects various system/application errors prior to monthly upload/transmission; responsible for SSIS reporting; executes standard periodic reports; analyzes reports and provides analysis to management/administration. Analyzes, reviews, enters and approves Minnesota Management Information System (MMIS) information to ensure prompt payment of vendors including the agency; verifies and keeps policies up to date, keeping Social Services staff informed of changes. Verifies client data in MAXIS (MN Statewide Automated Eligibility System for Public Assistance Programs) and/or PRISM (Providing Resources to Improve Support in MN) systems for accuracy before clearing to client in SWNDX (Statewide Client Index); researches discrepancies through County or MAXIS contact. Trains agency staff on the use of SSIS application; coordinates training plan for new social workers prior to SSIS New Worker Training; reviews County specific procedures with new employees; provides refresher training; acts as TrainLink coordinator; performs quarterly SSIS Purge Process; coordinates social service record retention and destruction according to the data retention schedule. Maintains central registry for Social Services and Adoption Services. Reviews and maintains HIPAA (Health Insurance Portability and Accountability Act) compliant codes pertaining to codes related to billing for services. Monitors and reviews the completion of all social worker's staff activity time pertaining to clients; manages, reviews and tracks all waived services accounts payable and receivables; reviews, maintains, tracks and enters information on a timely basis to insure the County received proper reimbursement for case management services; monitors and maintains eligibility criteria. Reviews, codes, enters and bills for all waived services; maintains and reviews files on individual program area for billing purposes. Attends agency and non-agency meetings, conferences and training as required; shares updates and information with agency staff.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of the operation, uses and capabilities of electronic data processing main and peripheral equipment; thorough knowledge of hardware or software procedures and techniques; comprehensive knowledge of Social Services Information System (SSIS), Minnesota Management Information System (MMIS), Providing Resources to Improve Support in Minnesota (PRISM), SWNDX, MAXIS and related social service applications; ability to agency staff on social service applications; some knowledge of general office practices and equipment; thorough knowledge of the operation and personal computers; ability to understand and carry out written and oral instructions; ability to analyze software programs and program adjustments; knowledge of the Minnesota Data Practices Act; ability to establish and rapidly process detailed information; establishes and maintains accurate and systematic records; ability to interpret manual materials, bulletins, project updates as applicable; knowledge of multiple complex computer systems; knowledge and understanding of social services programs; some knowledge of MA standards; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with associates.

Information Systems Specialist, Sr.

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

Education and Experience

High school diploma or GED and moderate experience working with databases and/or spreadsheets, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking and reaching with hands and arms; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

HIPPA Certification within 6 months

MN-ITS Training

BCBS/Ucare Training

Waiver Management Training

SSIS New Worker/Worker and Fiscal Mentor Training

MN-eConnect Training

MMIS Training

ICD-CM Training

MAXIS Training

Valid driver's license in the State of Minnesota.

Lead Eligibility Worker

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult advanced human support work training, mentoring and acting as lead worker to eligibility workers; screens and interviews for all income maintenance programs; acts as Agency Advocate for managed care clients; maintains client case files, and related work as apparent or assigned. Work is performed under the general direction of the Income Maintenance Supervisor. Limited oversight is exercised over Eligibility Worker.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Screens, provide intake and interviews for income maintenance programs; provides back-up for Family and Adult Cash Programs; maintains a caseload for food, medical and Medicare savings program recipients; responsible for determining Title IV-E Foster Care eligibility and maintenance of caseloads for recipients; responsible for children on MN who are in out-of-home placements. Acts as agency advocate for managed care; provides assistance to clients with health plan issues and complaints; assists in appeals with health plans and State on managed care issues; troubleshoots to resolve issues in order to avoid the appeal level. Gathers documentation for clients through electronic and outside sources; requests verification from clients observing strict timelines; maintains the client case files with all documentation for eligible programs and enter information into the database system (MAXIS, MMIS & MEC2) to determine eligibility; review each result to make sure accurate results have been achieved by the data base. Conducts monthly reviews for ongoing cases for multiple programs; requests verification from client and outside sources to verified reported information; enters information into the data base and review for accuracy; acts on reports from the public on unreported client information; report to the Department of Human services on income, case discrepancies and worker notices; contact client for program clarification, answer questions, provide resources and refer to other programs. Acts as security liaison for MAXIS, Minnesota Management Information System, Systematic Alien Verification for Entitlements, Health Quest, and SAM; responsible for requesting unsuspends, new clearance and access to data bases; reviews discrepancy reports between the databases; serves as liaison between the Agency and the Social Security Administration. Stays current on trends and issues through meetings and monitoring online resources; attends meetings as required; provides information at monthly Income Maintenance meetings; attends monthly MAXIS and MEC2 Mentor meetings; attends quarterly Managed Care Advocate, Title IV-E and SSA Liaison meetings; attends weekly MNSure Training Specialist phone conferences. Acts as agency mentor for MAXIS, MMIS, MEC2 and MNSure system; troubleshoots for system results and problems; serves a resource for agency personnel. Maintains BSF waiting list for Child Care Assistance program; reports to the Department Human Services with numbers from waiting list; consults with supervisor prior to add family to the Child Care program; assist with developing Child Care Administrative Plan. Assists in new employee selection process; trains new eligibility workers on all programs; conducts health care case reviews to determine accuracy.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; General knowledge of the principles and practices of public social service organizations; general knowledge of current social, economic and health problems and of human behavior and social functioning; ability to analyze facts and exercise sound judgment in arriving at conclusions; ability to perform basic mathematics including calculating percentages; ability to follow oral and written instructions; ability to organize work schedule, manage workload and meet deadlines; knowledge of diverse immigration status to determine benefit eligibility for non-citizens; ability to communicate complex ideas effectively, orally and in writing including diverse clientele; knowledge of real and personal property, estate and ownership laws and regulations and their relationship to public assistance program eligibility; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the general public.

Education and Experience

High school diploma or GED and moderate experience as an eligibility worker, or equivalent combination of education and experience.

Lead Eligibility Worker

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and operating motor vehicles or equipment; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

MAXIS Mentor Training within 6 months

Valid driver's license in the State of Minnesota.

Office Support Specialist

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs administrative support work greeting and screening clients; providing administrative support to the Human Services Department; organize meetings and schedule appointments, and related work as apparent or assigned. Work is performed under the limited supervision of the Human Services Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Greets and screens clients and incoming calls for intakes and/or referral to a specific individual; provides notary public services to co-workers and the public; schedules and sets up all video conferences; retrieves and enters online applications from MNIts and/or MNSure; prepares MN Access Claims; updates eligibility for social services clientele. Organizes Social Services and IMU weekly and monthly schedules; updates confidential emergency call lists monthly; schedules appointments for clients; opens, sorts and distributes mail for all staff; prepares outgoing mail; organizes and schedules volunteer drives as the Volunteer Station Supervisor; scans and files paperwork for document imaging; maintains front office supplies in conjunction with fiscal supervisor; provides customer satisfaction surveys to all individuals and clients; receipts cash child support payments and refers payers to Child Support Payment Center. Creates and maintains County IMU Forms on f-drive; copies original forms and documents for clients; enters CAF I's and HCAPP's when received and prepares active files; acts as primary EBT card issuer and in-house contact person for card issues; prepares application packets for all IMU Programs; verifies appointments, mileage, meal, hotel and parking rate reimbursement amounts through access to service vouchers turned in by clients for Financial and Accounting Departments; conducts transactions with/for transient clients; maintains current SCS/MSDS resource binder.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of attendance records and time sheets; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to effectively communicate in written and verbal form with culturally diverse clientele; knowledge of Language Line; knowledge of the basic principles of foster care, child and adult protection criteria and a general understanding of mental and physical illnesses; ability to organize work, set priorities and work independently; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Office Support Specialist

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

Special Requirements

MAXIS Program Training

MN Civil Service Training

EBT Edge Training

MNSure Training

MN Merit System qualified

Valid driver's license in the State of Minnesota.

Social Services Supervisor

Dept/Div: *Human Services*

FLSA Status: *Exempt*

General Definition of Work

Performs complex advanced human support work providing supervision and direction to social workers within the Social Services Unit; program management and evaluation; monitors budgeting and grant administration, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Human Services Director. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Provides supervision and direction to members of the Social Services Unit; provides regular consultation; assigns, monitors, reviews work and completes annual performance evaluations; conducts new employee orientation, plans staff recognition events identifies development needs. Distributes pertinent information to staff; maintains statistical information on program activities; mediates client complaints; interprets and implements State and Federal policies, statutes and DHS Rules; conducts Social Services Unit meetings and program area unit meetings; articulates need for additional resources; participates in program evaluation activities. Monitors Alternative Care Program Waiver Budget, completes annual renewal paperwork; monitors and authorizes use of DD and CCB budget; monitor and authorize use of other budgets in assigned program areas. Participates in Leadership Team and CSS Board; leads Social Services Unit, Children's Services Unit, Children's Mental Health Unit, Licensing Unit, Case Aid Unit, Child Protection and Adult Protection Team; develops agenda materials as required. Handles after hour calls pertaining to program areas with law enforcement and the County Attorney. Assists in employee selection process; assists in development of position descriptions; recommends discipline with necessary, processes grievances. Participates in inter-departmental meetings and presentations. Develops and/or reviews draft policy statements.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of MCO Care Coordination's Guidelines and court orders; comprehensive knowledge of performance reviews, position descriptions, time sheets, quarterly summary reports, staff activity reports; thorough knowledge of Waiver Management System, SSIS, Excel, MCO Enrollment reports, audit report, corrective action plans, structured decision making tool, document manager, comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Bachelor's degree with coursework in social work, sociology, psychology, criminal justice, or related field and considerable experience in social work, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting and repetitive motions and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

MN Merit System - Social Worker Exam - upon hire

MN Merit System - Supervisor Exam - upon hire

Valid driver's license in the State of Minnesota.

Social Worker

Dept/Div: *Human Services*

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate professional work coordinating and delivering services to clients, evaluating and assessing the success of services being provided, recommending other services that may be useful, and related work as apparent or assigned. Work is performed under the general direction of the Adult/Children's Services Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assesses the psychosocial, behavioral, medical and safety needs of clients and families to coordinate appropriate services to meet client and family needs, via ongoing communication with clients, families and providers. Creates and implements detailed service plans to manage all goals, services and resources specific to each client, while maintaining paper and electronic files to meet federal, state and local mandates and timelines. Analyzes and investigates critical circumstances and manage crisis situations where imminent danger to self or others is apparent or possible. Prepares extensive and comprehensive court reports, court petitions, testimony and appears personally to represent the County. Collaborates with State, Federal, Local, and Insurance agencies regarding policies, funding and service delivery. Calculates, manages and disburses allocated funds for health and human service programs while working within budget constraints. Recruits, licenses, trains and supports service providers. Participates, organizes and provides ongoing training to increase community knowledge and skills.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of the rules, regulations, policies, processes and procedures governing social work in a county setting; thorough knowledge of social, economic and health problems; thorough knowledge of institutions and the methods of the helping process; thorough knowledge of individual and group behavior; thorough knowledge of mental illnesses and ways to treat or recommend treatment to individuals or families dealing with mental illness; general knowledge of the laws pertaining to abuse, neglect and exploitation; general knowledge of the laws pertaining to social work and those dealing with clients with mental illnesses; comprehensive skill in crisis intervention; comprehensive skill creating and maintaining a database related to services and clients; comprehensive skill coordinating services for clients and evaluating where services may be lacking; comprehensive skill using standard accounting software; comprehensive skill creating and maintaining effective service plans and records of services provided; comprehensive skill composing general correspondence; thorough skill using standard office equipment and related hardware and software; ability to identify social problems and needs to assess the ability of individuals and families to utilize services in problem solving; ability to identify and clarify the acceptance of rights, responsibilities and differences of others; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to deal with people who have various mental, socio-economic and risk levels; ability to deal with angry, hostile and sometimes unkempt persons in a calm and effective manner; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to plan and organize work; ability to understand and interpret laws, policies and regulations; ability to solve problems within scope of responsibility; ability to prepare reports and maintain records; ability to establish and maintain effective working relationships with clients, service providers, staff, law enforcement agencies, court officials, federal agency representatives, medical facilities, financial agencies and the general public.

Education and Experience

Bachelor's degree with coursework in social work, or related field and moderate experience.

Social Worker

Dept/Div: *Human Services*

FLSA Status: *Exempt*

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires walking and occasionally requires standing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Ongoing job specific training
Valid driver's license in the State of Minnesota.

Support and Collections Specialist

Dept/Div: *Human Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate professional work drafting and reviewing child support actions referred by the Human Services Department to the County Attorney's Office; serves as lead worker to child support staff; performs paralegal functions related to the establishment and enforcement of child support orders; monitors billing and payments on accounts, and related work as apparent or assigned. Work is performed under the general direction of the Financial Assistance Supervisor II. Limited oversight is exercised over Child Support Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Prepares and reviews legal documents (findings, orders, judgments, affidavits) prior to referral to County Attorney's Office to ensure appropriate actions are being taken and that information referred is accurate and complete. Interviews clients to review applications; obtains case information and explains processes and procedures. Locates absent parents and alleged fathers through cooperative efforts. Consults with supervisor on special or unusual cases as well as settlements. Arranges interviews and appointments for genetic testing in paternity matters; conducts testing at the agency. Negotiates out of court child support related settlements for approval by the appropriate authority. Testifies in court on behalf of agency, prepares court documents, provides financial and current case status information; participates in court hearings regarding paternity, establishment, modification, enforcement and any other action regarding child support issues when necessary. Processes cases to comply with court orders regarding income withholding, cost-of-living adjustments, liens, medical insurance and child care provisions; processes incoming and outgoing interstate cases if necessary. Adds new cases to the database system (PRISM). Reviews cases monthly for compliance with court orders and make referrals for action when necessary; handles correspondence for case maintenance. Retrieves, and changes information from paper and computer files in order to obtain and correct case information, monitor case status and oversee the progress of enforcement actions. Makes referrals to other agency unity (social service, legal, job services) when necessary. Obtains and maintains pertinent information and documentation from all available sources; gathers information, including financial information for preparation/completion of guideline worksheets. Monitors billings and payments on accounts and contacts obligors to resolve delinquent payments. Trains staff; prepares report and attends meetings as required.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of Court Orders, Data Privacy Laws, MN Birth Records and Public Safety websites, MN Court Information System; comprehensive knowledge of legal documents, financial statements, tax documents, IRS documents, interstate documents, health care documents; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree and considerable experience as a Child Support Officer or Collections Officer, or equivalent combination of education and experience.

Information Technology Director

Dept/Div: *Information Technology*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced technical work installing, maintaining and troubleshooting PC's, servers, software, peripherals, County jp phone system, networks and related equipment for Swift County, Benson Public Schools, City of Benson, and Swift County Benson Hospital and other County affiliated agencies as required; researches and recommend advancements in technology, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Departmental supervision is exercised over Technical Support Specialist.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Installs/setup/unboxes/troubleshoot/maintain/repair LANs, WANs, laptops, desktops, servers, printers, email systems, phone systems and other computer-related technology, software and equipment for Swift County 40%, Benson Public Schools 50%, City of Benson 5% and the Swift County Benson Hospital 5%. Supervises IT staff and assign duties to this person based on entity priorities. Obtains quotes and places orders for computer systems, printers, software, ink & toner and other technology related items. Researches and recommends technologies related to entity operations. Troubleshoots and solves problems with vendor technical support. Maintains records related to technology use, tracks time spent providing IT services to each entity and invoices entities accordingly. Acts as the County HIPAA Security Officer.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of the operation, uses and capabilities of electronic data processing and peripheral equipment; thorough knowledge of hardware and software procedures and techniques; thorough knowledge of network testing equipment; comprehensive knowledge of systems analysis and networking; knowledge of invoicing time to separate entities; knowledge of department specific applications; ability to troubleshoot technical problems in person and over the phone; ability to understand and carry out written and oral instructions; ability to analyze software programs and make adjustments; ability to establish and maintain effective working relationships with associates and user departments.

Education and Experience

Associates/Technical degree with coursework in computer science, or related field and considerable experience in the IT/computer/networking field, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, tasting or smelling and pushing or pulling; work requires close vision, ability to adjust focus, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CompTIA A+ Certification within 1 year
Valid driver's license in the State of Minnesota.

Technical Support Specialist

Dept/Div: *Information Technology*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work installing, maintaining and troubleshooting PCs, peripherals and software for Swift County, City of Benson, Swift County Benson Hospital (SCBH), Benson Public Schools and other County affiliated agencies as required; trains users on hardware/software; monitor web traffic, and related work as apparent or assigned. Work is performed under the limited supervision of the IT Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Installs, configures, troubleshoots and repairs network and PC hardware and peripherals. Installs and updates software. Monitors web traffic, maintains anti-virus and configures content filters; maintains two mobile laptop labs and two iPad carts. Trains users on software and hardware. Keeps up to date with new software and other technology. Provides telephone tech support and contacts vendors as needed to resolve user issues. Receives and responds to questions from users.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of the operation, uses and capabilities of electronic data processing and peripheral equipment; thorough knowledge of hardware and software procedures and techniques; thorough knowledge of network testing equipment; comprehensive knowledge of systems analysis and networking; knowledge of department specific applications; general knowledge of anti-virus/configure content filters; knowledge of telephone operating software; ability to troubleshoot by using the process of elimination; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in computer science, or related field and moderate experience with personal computers and networks, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

A+ Certification

Valid driver's license in the State of Minnesota.

Chief Deputy Land Records

Dept/Div: *Land Records*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs difficult administrative work assisting in the day-to-day operations of the Land Records Department; provides information to the public and County officials; serves as Passport Acceptance Agent for the United States Department of State, and related work as apparent or assigned. Work is performed under the general direction of the Land Records Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assumes supervisory duties when the Department head is absent.

Coordinates passport facility services, oversees acceptance agents and verifies that all agents have received training; accepts and reviews passport applications to ensure accuracy and completeness before submitting to the U.S. Department of State.

Accepts and reviews documents presented for recording; determines if documents presented are to be processed as abstract or torrens real estate documents or federal or state tax liens or as UCC Personal property records.

Processes and scans documents; determines parcel numbers to link legal descriptions on documents or property tax records.

Collects fees for services and issues invoices as appropriate; assists with the reconciliation of funds as needed.

Compiles and issues owners and encumbrances certificates' researches real estate records, property tax records and district Court records to document title and report all valid liens and encumbrances.

Generates, prepares and submits various reports to county officials and other government agencies.

Assists the public in person or by correspondence; researches and responds to questions and requests for information.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of legal documents (deeds, mortgages, court documents), Passport Agents Reference Guide, Torrens Manual; general knowledge of Minnesota State Statutes, surveys and plats; thorough knowledge of Owners and Encumbrances Certificates; general knowledge of invoices and receipts; general knowledge of passport transmittals and rec-certification reports; thorough knowledge of Tract Index Books - lots, blocks and lands; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in office support or legal secretary, or related field and moderate experience, or equivalent combination of education and experience.

Chief Deputy Land Records

Dept/Div: *Land Records*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work occasionally requires working in high, precarious places; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Passport Acceptance Certification within 6 months

Notary Public

Last Revised: 1/20/2014

GIS Coordinator

Dept/Div: *Land Records*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work implementing the County's Geographic Information System, providing for and performing activities related to geographic data development, maintenance, analysis and custom geospatial applications, interacting with County staff and individuals from other government organizations, and performing the technical work necessary to produce effective and efficient GIS services, and related work as apparent or assigned. Work is performed under the general direction of the Land Records Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages and directs the County's GIS in all project phases including preliminary design, programming, testing and implementation. This includes coordination with County departments as well as GIS services for contracted agencies.

Coordinates the development and maintenance of geographic and attribute databases. Manipulates graphic data and relates it to attribute data for desired project insuring correct representation with accepted cartographic presentation techniques.

Manages and develops applications for County and partners using the most efficient and effective tools: ARC/INFO, ArcView, MapObjects, Visual Basic, HTML, JAVA, or Microsoft Office Product.

Manages GIS data acquisition including coordination of geometry, GPS, digitizing, scanning, and photography.

Installs, configures and maintains software and hardware for optimum performance of GIS, CAD, and other applications.

Coordinates development and maintenance of the County Web site.

Prepares and administers grant applications for GIS and related programs.

Prepares and/or presents training about GIS technology for staff related to GIS; Online Mapping, GPS Mapping, Fleet Management (AVL), E 911 Dispatch Mapping, Pictometry; documents and develops training for procedures and applications to easy use by others.

Markets GIS Services to other government agencies to generate revenue. Manages projects and performs GIS services for contracted agencies.

Manage databases using quality control procedures relative to time, identification and accuracy so that data being used is up to date, correct as to classification, and has the coordinate accuracy the user expects and needs.

Knowledge, Skills and Abilities

Comprehensive knowledge of ESRI GIS software; comprehensive understanding of electronic mapping and databases associated with the County's GIS; thorough knowledge of industry, organization and department policies, practices, and procedures; thorough knowledge of mapping and cartography; general knowledge of related industry, organization and department legal guides, recommendations, best practices, ordinances and laws; ability to troubleshoot GIS and database problems; ability to create Web applications, ability to communicate technical information in terms that are easily understood by end-users; ability to use standard office equipment and standard spreadsheets, word processing, presentations, databases and accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals, ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

GIS Coordinator

Dept/Div: *Land Records*

FLSA Status: *Exempt*

Education and Experience

Bachelor's degree with coursework in GIS, geography, computer science, engineering, surveying, planning, or related field and considerable experience in the application of GIS technology and a strong working knowledge of ESRI, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and operating motor vehicles or equipment; work occasionally requires working near moving mechanical parts and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 10/24/2014

GIS Specialist

Dept/Div: *Land Records*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled technical work implementing the County's Geographic Information System, providing for and performing activities related to geographic data development, maintenance, analysis and custom geospatial applications, interacting with County staff and individuals from other government organizations, and performing the technical work necessary to produce effective and efficient GIS services, and related work as apparent or assigned. Work is performed under the limited supervision of the Land Records Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assists in all project phases of the County's GIS including preliminary design, programming, testing and implementation. This includes working with County departments as well as GIS services for contracted agencies.

Assists in the development and maintenance of geographic and attribute databases. Manipulates graphic data and relates it to attribute data for desired project insuring correct representation with accepted cartographic presentation techniques.

Assists in the development of applications for the County and its partners using the most efficient and effective tools: ARC/INFO, ArcView, MapObjects, Visual Basic, HTML, JAVA, or Microsoft Office Product.

Assists in GIS data acquisition including coordination of geometry, GPS, digitizing, scanning, and photography. Installs, configures and maintains software and hardware for optimum performance of GIS, CAD, and other applications. Coordinates development and maintenance of the County Web site.

Prepares and administers grant applications for GIS and related programs.

Prepares and/or presents training about GIS technology for staff related to GIS; Online Mapping, GPS Mapping, Fleet Management (AVL), E 911 Dispatch Mapping, Pictometry; documents and develops training for procedures and applications for easy use by others.

Markets GIS Services to other government agencies to generate revenue. Assists in projects and performs GIS services for contracted agencies.

Assists with databases using quality control procedures relative to time, identification and accuracy so that data being used is up to date, correct as to classification, and has the coordinate accuracy the user expects and needs.

Knowledge, Skills and Abilities

Thorough knowledge of ESRI GIS software; thorough understanding of electronic mapping and databases associated with the County's GIS; thorough knowledge of mapping and cartography; general knowledge of industry, organization and department policies, practices, and procedures; general knowledge of related industry, organization and department legal guides, recommendations, best practices, ordinances and laws; ability to troubleshoot GIS and database problems; ability to create Web applications, ability to communicate technical information in terms that are easily understood by end-users; ability to use standard office equipment and standard spreadsheets, word processing, presentations, databases and accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals, ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

GIS Specialist

Dept/Div: *Land Records*

FLSA Status: *Non-Exempt*

Education and Experience

Associates/Technical degree with coursework in GIS, geography, computer science, engineering, surveying, planning, or related field and moderate experience in the application of GIS technology and a strong working knowledge of ESRI, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and using of measuring devices; work occasionally requires working near moving mechanical parts and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.

Last Revised: 6/1/2015

Land Records Director

Dept/Div: *Land Records*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work monitoring and recording all real estate transactions within the County; researches records and processes passport applications; prepares and monitors departmental budget; reviews documents and plats for accuracy, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Limited oversight is exercised over Chief Deputy Recorder.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Directs and supervises department activities and personnel.

Interpret statutes; reviews, updates and implements policies to ensure statutory compliance.

Reconciles money against receipts; writes receipts for the Auditor and Treasurer; turns money over to the Auditor, reconcile with the Treasurer for surcharges at the end of the month and quarter.

Prepares annual department budget; submits to the Administrator for approval.

Monitors expenses and revenues; reviews incoming billings for accuracy and submits the same to the Auditor's office for payment.

Researches, analyzes, and makes decisions as to the purchase of recording software systems, equipment purchases and scanning and imaging systems.

Maintains knowledge of real estate and commercial code laws and maintains confidentiality where appropriate and required by legal guidelines.

Performs title searches, i.e. examining records for ownership, encumbrances, location of tracts, etc (Owners and Encumbrances Reports) for title companies, banks etc.

Consults with Torrens Examiner regarding issuance of new Torrens Certificates on registered property resulting from bankruptcies, divorces, probates and any other situation requiring examination by the Torrens Examiner after a court order.

Researches and retrieves records as requested by citizens on prospective property purchases, and for easement purchases by government entities and power companies; handles various requests by county personnel, state employees, lending institutions, attorneys, abstractors, etc.; assists the public to decipher legal descriptions, types of deeds, and interpret correct chains of title.

Reviews documents and plats submitted for recording for accuracy and recordability and receipt in the same; coordinates records needing transfer between Land Records Department and the County Auditor and Treasurer; records and processes real estate documents and processed Uniform Commercial Code financing statements and orders.

Attends meetings and conferences to obtain current information on policies and procedures.

Accepts passport applications and processes for sending on to passport facility for issuance.

Land Records Director

Dept/Div: *Land Records*

FLSA Status: *Exempt*

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of Minnesota statutes; thorough knowledge of Uniform Commercial Code manual, Passport policy manual, comprehensive knowledge of Owners and Encumbrance Reports; thorough knowledge of receipt reports, ledger books, maps, plat books and section maps; comprehensive knowledge of Document Pro; thorough knowledge of Profile; general knowledge of AS 400; thorough knowledge of Product Oydesy; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in office management or public administration, or related field and considerable experience in legal office administration or real estate transactions, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Passport Acceptance Certification
Notary Public
Legal description and document training

Last Revised: 10/12/2013

Parks and Drainage Supervisor

Dept/Div: *Parks*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult technical and intermediate administrative work maintaining the public drainage system; maintaining the County park system, and administering the Wetland Conversation Act; applying for grants, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Divisional supervision is exercised over those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Hires, supervises, and manages assigned staff; directs work assignments, provides training and counsels employees on performance matters. Administers the Wetland Conservation Act (WCA) assists landowners in the WCA process; processes and acts on wetland applications and handles appeals. Inspects ditches for past, current and future repairs; proposes ditch projects; conducts public hearings and assists the County Auditor in making recommendations on special assessments to the County Board. Works with consultants and engineers on plans for large drainage and park improvement projects; conducts public hearings, inspects improvements and approves payments to contractors. Reports WCA activities to the County Board. Supervises the maintenance of County parks and park improvement projects. Researches grant opportunities, prepares grants and administers grants for drainage and park projects. Prepares budgets and year-end reports related to maintenance of the public ditch system, WCA administration and park improvements. Keeps current with changes in ditch regulations and various federal, state and local wetland regulatory programs. Maintains County vehicles and other equipment.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of maps, drawings and lien statements; thorough knowledge of 103-E MN Drainage Law, Wetland Conservation Act application forms and budgets; comprehensive knowledge grant tracking reports; thorough knowledge of monthly time records, Wetland Conservation annual reports, bid proposals; general knowledge of land purchases and easements; general knowledge of GIS software; ability to operate light and heavy equipment; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree and considerable experience, or equivalent combination of education and experience.

Parks and Drainage Supervisor

Dept/Div: *Parks*

FLSA Status: *Exempt*

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms, frequently requires walking, sitting and repetitive motions and occasionally requires standing, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Pesticide Training

Wetland Conservation Act Administration

Wetland Delineation

Valid driver's license in the State of Minnesota.

Parks and Drainage Technician

Dept/Div: Parks

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work inspecting, recording and maintaining County drainage rights-of-way; records and verifies general office expense reports and grants; leveling and rebuilding trails to DNR specifications, and related work as apparent or assigned. Work is performed under the general direction of the Parks, Drainage & Wetlands Supervisor. Occasional oversight is exercised over Part-time summer workers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Inspects and surveys drainage ditches for needed repair using GPS and/or laser technology; assists in determining needed cleanout. Monitors and supervises contractors' work on ditch and tile repair. Designs and prepares repair drawings using Auto CAD. Performs maintenance activities on ditches and in County parks; operates equipment to repair tile lines, ditches and park trails and fields; sprays brush and trees on ditch banks; repairs and maintains equipment. Maintains ditch maps and repair records using GIS. Prepares and files monthly and year-end reports. Trains seasonal employees as needed.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of owner and maintenance manuals, maps and drawings; thorough knowledge of time sheets, expense reports and bid proposals; general knowledge of GIS software; thorough knowledge of quicken and autocad; ability to operate light and heavy equipment; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and moderate experience working with GPS and/or GIS, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting, frequently requires standing, walking and sitting and occasionally requires tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles and exposure to toxic or caustic chemicals and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Pesticide Applicator within 6 months

GIS Training

Valid driver's license in the State of Minnesota

Restorative Justice Coordinator

Dept/Div: *Restorative Justice*

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate professional work promoting alternative sentencing/Restorative Justice principles within the County; preparing budgets; supervising volunteers and developing curriculum for educational outreach, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator. Leadership is provided to volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Organizes and facilitates sentencing circles for offenders and victims. Meets with support personnel: caseworkers, families, counselors, law enforcement, teachers and advisory group stakeholders. Plans curriculum and facilitates school and chemical education community circles. Prepares reports, maintains records, and receives and responds to requests for information. Administers the program budget; plans and monitors expenditures; engages in fundraising activities by writing grants and making public presentations. Recruits, trains and supervises volunteers.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of Minnesota Juvenile Case Law, Minnesota Education Laws, Minnesota Health and Human Services for Family and Adolescents regulations; thorough knowledge of attendance records, case load records, website development and maintenance, survey creation, technical and financial reports; skill at conflict resolution and behavioral and social-emotional learning management; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Bachelor's degree with coursework in education, juvenile justice or mental health, or related field and moderate experience working with volunteers, teaching or fundraising, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license in the State of Minnesota.

CCO/Records and Civil Process Specialist

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work maintaining the security and accuracy of civil, criminal and administrative records; disseminates information pursuant to the MN Governmental Data Practices Act; performs the duties of a Communications and Corrections Officer when required, and related work as apparent or assigned. Work is performed under the close supervision of the CCO Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Forwards reports/incidents to County Attorney for charging; review and code incidents; manage case files; performs records checks; reviews and releases information to the public as appropriate and within statutory guidelines; prepares information for the County Attorney Office, Benson and Appleton Police Departments as required; transcribes information as required; attends training for RMS system and Data Practices. Prepares civil process papers for service; collects and processes civil process payments; attends civil process training; maintains and reconciles Department checking account. Coordinates electronic alcohol and home confinement monitoring for inmates and persons on probation; forwards completed information to probation office and the courts. Prepares handgun purchase and carry permits for the Sheriff's review; maintains finances, prepares yearly financial report on carry permits for the State of Minnesota. Assigned to the jail and dispatch office 2 to 3 shifts per month or more and attend yearly required training for both. Greets the public and provides information to the public; answers phones and directs calls; sorts and routes mail; orders and maintains appropriate supply inventory; troubleshoots computer issues as requested; assigns new 911 addresses; notifies Auditor Office of new addresses, coordinates and completes Mortgage Foreclosure sales/ paperwork. Performs other CCO duties as required or assigned.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of jail and dispatch policies and procedures; comprehensive knowledge of the civil process instructional manual; thorough knowledge of purchase and carry permit laws and regulations; comprehensive knowledge of criminal history reports; ability to operate finger print machine, dispatch radio and paging system, portable breath test machines; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to provide credible testimony in court; ability to multi-task with numerous interruptions and prioritize as necessary; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED with coursework in accounting, record keeping or office support, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work frequently walking, sitting and speaking or hearing and occasionally requires standing, using hands to finger, handle or feel, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

CCO/Records and Civil Process Specialist

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Non-Exempt*

Special Requirements

Notary Public

CPR & First Aid

Data Practices Law within one year

Handgun laws within one year

Transcription skills

Valid driver's license in the State of Minnesota.

Chief Deputy

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult protective service work coordinating the day-to-day operations of the Swift County Sheriff's Office; assist patrol deputies as required; arrange prisoner transportation; review training schedule, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Sheriff. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assists the Sheriff in the day-to-day operations of the Sheriff's Office; participates in the hiring process: recruits, interviews, selects and trains; assigns and evaluates staff work outcomes, recommends promotions/transfers; approves vacations and leaves, schedules for absences. Performs the duties of a licensed peace officer; traffic, investigations, paper services, arrests, transports; covers shifts of deputies when required. Inspects and inventories all assigned deputy and office equipment; reviews and approves/denies staff requests for new or replacement equipment; maintains past and current Asset Inventory and Asset Disposal books for the Sheriff's Office. Maintains and administers several law enforcement web sites. Assists the Sheriff in the development and monitoring of the Sheriff's Office Annual Budget. Remains current on legislative changes that affects the department, forwards this information to staff; maintains a rapport with the public to determine what is important to the public in the area of public safety. Assigns deputy training; arrange for registration and lodging; manages deputy training records per Minnesota Peace Officers Standards requirements. Coordinates investigations, assists deputies and outside agencies as required; supervise major investigations. Reviews staff Incident /Supplemental Reports and ICR's on a daily basis.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of the rules, regulations and procedures of the department; comprehensive knowledge of local laws and ordinances; comprehensive knowledge of the principles and practices of law enforcement and criminal investigation; comprehensive knowledge of the rules, regulations and procedures of the department; ability to enforce rules firmly and fairly; ability to establish and maintain effective working relationships with county officials and other law enforcement agencies and associates; ability to plan and supervise the work of subordinate personnel; ability to prepare records and reports. comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to provide credible testimony in court.

Education and Experience

Associates/Technical degree in law enforcement, or related field and considerable experience with administration or supervision, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the occasional exertion of over 100 pounds of force; work frequently standing, walking, sitting and speaking or hearing; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment work occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Chief Deputy

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

Special Requirements

Peace Officer Standards and Training (POST) License upon hire

Minnesota Sheriff's Association / Chief Deputy Training within 6 months of hire

Maintain POST training credits/ 48 credits per 2 years

Valid driver's license in the State of Minnesota.

Communication and Corrections Officer

Dept/Div: *Sheriff/Jail/Dispatch*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative support work dispatching emergency and non-emergency call for Swift County, and the Cities of Benson and Appleton; answering 911 calls; entering data; booking suspects; overseeing the custody, welfare and security of inmates; logging inmate activity; assisting deputies with booking or any other duties, and related work as apparent or assigned. Work is performed under the limited supervision of the Communication and Corrections Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Answers all 911 calls and dispatches all emergency response units - fire, ambulance, police and first responders; answers calls from members of the public; answers all radio calls from police officers and emergency response units; maintains and records all radio calls from police and emergency response units. Enters information on missing persons, wanted individuals, and stolen property; enters warrants and hot files; runs criminal histories for handgun permits, housing checks, probation; runs criminal history checks for local agencies as requested; communicates with other agencies wanted persons, crime alerts, missing persons and other crimes in which assistance is requested. Creates LETG events for all law enforcement, fire and ambulance in Swift County; documents all events in which deputies and County Emergency services are dispatched. Notifies the public of dangerous weather conditions with the use of the public alert system, code red and emergency procedures; tests the emergency alert system. Greets and assists the public when issuing a complaint or requesting information; issues and maintains records of burning permits. Operates the security system in the Law Enforcement Center; opens secure doors for daily operations of the jail and office and Law Enforcement Center; monitor the Court House and LEC including the jail area with cameras and audio. Ensures inmate safety, conducts well being checks every 30 minutes; logs inmate activities, behaviors and well being into LETG program; restrains inmates prior to court appointments; uses force and crisis intervention when required; administers CPR when necessary. Ensures communication equipment is working on every shift; communicates with inmates; supervises volunteers and inmates during scheduled programming; maintain a head count of inmates in custody; keep track of visitors; escort inmates to programs and work; maintains a daily accounting of inmate funds. Books inmates into jail; determines medical history, confirms medication is approved by pharmacist or physician; takes urine sample when required; fingerprints, photographs and issues clothing to inmates; classifies inmates using criminal history prior to moving them into a cell; PBT inmates as needed. Handle inmate monetary accounts; assists cooking meals, laundry, provide inmates with clean clothes; distributes hygiene supplies and mail; dispenses medication. Contacts court, attorneys, probation officers, Human Services and medical facilities on behalf of inmates when required; monitor inmates schedules; orders supplies and groceries; keeps the jail clean and sanitized. Operates Intoxilyzer when necessary and certified. Performs CCO duties as assigned by the CCO Supervisor when required; assists the CCO Supervisor maintain training records and TAC duties as required. Conducts various tests for Community Correction or other agencies as needed; performs other duties as required.

Knowledge, Skills and Abilities

Thorough knowledge of organization and office policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of the security, rules, regulations and procedures of the institution; general knowledge of modern law enforcement technology and communication practices and procedures; general knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to detect the early symptoms of common health problems; ability to carry out oral and written directions accurately; ability to solve problems within scope of responsibility; ability to supervise the activities of large groups of inmates; ability to prepare records and reports; ability to provide credible testimony in court; ability physically defend self or others; ability to work rotating and/or extended shifts 24 hours a day/ 7 days a week; available for callout and overtime; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Communication and Corrections Officer

Dept/Div: *Sheriff/Jail/Dispatch*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR/First Aid within 6 months

AED Training

Defensive Tactics/Use of Force annually

Medication Distribution within 1 month

Fire Extinguisher within 1 year

State Records Management Training

Radio Operations

Portals Operator Certificate

DOC On-Line Training within 1 year

Valid driver's license in the State of Minnesota.

Correctional Communication Supervisor

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

General Definition of Work

Performs complex protective service work coordinating the schedules of jail, dispatch, court security, bailiff and deputy schedules; assist with employee hiring and training; oversees inmate programs; assists with annual budget preparation, and related work as apparent or assigned. Work is performed under the general direction of the Chief Deputy. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Prepares schedules; monitors leaves balances; reviews time sheets; participates in the hiring process, recruitment, interviews, selection and training. Performs CCO duties as assigned or when overlap coverage is required during CCO's leave, vacation or other absence; assigns other duties to Correctional Communication Officers as needed. Oversees jail and dispatch operations; evaluates work, deals with performance issues, documents problem areas. Arranges staff meetings and training; tracks training for Dispatchers, Jailors, Deputies, Chief Deputy and Sheriff. Bills jail accounts; petty cash accounts and civil process; assists Sheriff with developing and monitoring Annual Department Budget. Responsible for preparation and recommendations for all jail inspections, fire inspections, health inspections and record audits. Updates jail and dispatch policies; updates staff training policies. Oversees 911 system programs; assigns addresses for 911 purposes. Transports inmates and assists with court security coverage when required.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of Lexipol department policies; thorough knowledge of Jail and Dispatch Policies; thorough knowledge of BCA manuals, TAC handbooks, CJIS manuals; thorough knowledge of DOC 2911 Jail Rules; thorough knowledge of timesheets, invoices and scheduling; ability to operate: restraints for inmates, AED, dispatch radio, State computer programs for Registered Sex Offenders, handgun permits, finger print machine; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; provides credible testimony in court; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

High school diploma or GED and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to toxic or caustic chemicals; work is generally in a moderately noisy location (e.g. business office, light traffic).

Correctional Communication Supervisor

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

Special Requirements

BCA Portals Certification within one year

BCA Criminal History Certification within one year

CPR and First Aid

Minnesota Sheriff's Association/CCO Supervisory Training

Defensive Tactics Training

Valid driver's license in the State of Minnesota.

County Sheriff

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced protective services work managing and directing the activities and resources of the Swift County Sheriff's Office; performing the duties of a licensed law enforcement official; supervises all investigations, training, and hiring process, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the electorate. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Oversees the operation of the Sheriff's Office; oversees maintenance of all records, material and equipment associated with the Sheriff's Office law enforcement activities and administration. Directs and assigns the supervision of all departmental employees; supervises all training and duty assignments; manages conflict resolution; coaches and disciplines; hires and terminates employees. Researches and develops plans and policies for the Sheriff's Office involving needs, problem solving and future goals. Performs all the powers, duties and responsibilities of a licensed peace officer, pursuant to State statutes; performs all the powers, duties and responsibilities of Sheriff, pursuant to State Statutes; responds to calls for service; serves criminal and civil processes; assists in patrol, court, jail and dispatch. Manages contracts, job proposals and bids for work to be conducted on facilities or equipment associated with Sheriff's Office. Prepares and administers the Department's Annual Operating Budget; presents to the County Board for their approval per state statute. Reviews all reports; oversees all investigations, assists when required. Coordinates activities with other law enforcement agencies. Ensures the safety and security of detainees and persons in custody.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; thorough knowledge of the use of firearms, tasers, restraints and radio communications; comprehensive skill operating standard office computer equipment and applicable hardware and software; thorough knowledge of the geography of the County; ability to evaluate the effectiveness of the law enforcement and detention operations and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; ability to establish and maintain effective working relationships with County and elected officials, outside law enforcement agencies and officials, associates and the general public.

Education and Experience

Associates/Technical degree with coursework in law enforcement or criminal justice, or related field and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of over 100 pounds of force; work frequently standing, walking, sitting, speaking or hearing and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

County Sheriff

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

Special Requirements

Peace Officer Standards and Training (POST) License upon hire

New Sheriff's School

On-going POST License training

Supervisory Training

Valid driver's license in the State of Minnesota.

Deputy

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate protective service work maintaining order; enforcing laws and ordinances; protecting life and property within the County; civil process serving papers; conducting investigations; teaching and training, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Deputy.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints; provides foot patrol. Serves warrants, summons, subpoenas, civil process papers and make arrests, forcibly if necessary, using handcuffs and other restraints; prepares and executes juvenile petitions, criminal complaints and protective services petitions. Enforces traffic laws; issues citations for traffic violations; performs radar enforcement, DUI checks, traffic control, motorist assists, etc. Assists other law enforcement officers and agencies on various tasks. Operates computer to run checks, criminal histories, missing persons checks, etc. Assists with criminal investigations by preserving, recording and presenting evidence, interviewing victims and witnesses and testifying in court; works with the County Attorney as well as private attorneys. Performs a variety of special tasks and duties such as desk officer, training officer, court security, DARE or other special assignments as qualified and assigned. Conducts and documents security checks of homes, neighborhoods and businesses; conducts welfare checks on residents when requested including door checks of businesses within the County. Ensures vehicle and equipment are in proper working order; reports unsafe or non-functioning equipment to Chief Deputy. Undertakes crime prevention activities and crisis interventions Prepares and maintains a variety of records and files and prepares various reports. Performs other duties as requested by the Chief Deputy or Sheriff.

Knowledge, Skills and Abilities

Thorough knowledge of organization and office Lexipol policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; thorough knowledge of E charging, records management systems; thorough knowledge of Swift County through plat maps as well as all Cities and districts within the County; thorough knowledge of evidence rooms, incident reports, civil notices, juvenile detention forms, vehicle impound forms, Chain of Custody, and mobile data terminals; ability to use personal protective equipment: pepper spray, baton, semi-automatic pistol; pump shotgun and assault rifle; ability to defend self or others; ability to work rotating and/or extended shifts 24 hours/day, 7 days/week; ability to perform emergency first aid, CPR, rescue and recoveries and use AEDs; ability to provide credible testimony in court; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Executive Director-HRA

Dept/Div: *Swift County HRA*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work directing all operations of the County Housing and Redevelopment Authority; assists tenants and advocates for clients of the Housing Authority; administers grants; directs staff, and related work as apparent or assigned. Work is performed under the general direction of the HRA Board of Commissioners. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Directs operations of the Swift County HRA (Housing and Redevelopment Authority); proposes policies to the HRA Board of Commissioners; monitors utilization of all HRA programs; collaborates with local units of government and organizations on HRA related matters; serves as Secretary to the HRA Board of Commissioners. Supervises staff to include hiring, assignment of work and discipline. Directs general accounting of the HRA; prepares levy request; prepares and monitors the Authority's annual operating budget; issues 1099s; prepares the Annual Report. Serves as property manager for Swift County Multi-Family Housing project; oversees lease up, turnover and evictions; hires contractors to maintain the property, rent collection, bill paying and security; files appropriate certificate of rent documentation and PILOT payments. Administers open DEED Small City Development Grant programs; Acts as Fair Housing Director for the County. Serves as the primary contact for the HUD Housing Choice Voucher (HCV) program and oversees the expenditure of federal funds; performs all aspects of the HCV program for Swift County. Maintains a working knowledge of all programs administered by the HRA; monitors congressional legislative actions that affect housing and community development programs and issues. Maintains and submits Tax Increment Financing Annual Report for Tyler TIF District. Originates loans and maintains loan files for the Swift County Home Ownership programs.

Knowledge, Skills and Abilities

Under administrative direction, performs complex professional and administrative work administering and managing all Swift County HRA Housing Programs including financial, physical and social dimensions; responsible for coordinating all Swift County HRA functions which include monitoring and negotiating contracts, program budget and administration, monitor federal legislation; establishing working relationships with other units of government, local businesses and community organizations. Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; Exercises independent judgment and discretion in accordance with laws, policies, guidelines and rules governing federal, state and local programs. Reports to HRA Board of Commissioners.

Education and Experience

Bachelor's degree with coursework in housing services or accounting, or related field and moderate experience administering assisted housing programs, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Executive Director-HRA

Dept/Div: *Swift County HRA*

FLSA Status: *Exempt*

Special Requirements

Housing Specialist Training within 6 months

DEED - Small City Grant Program

TIF - Office of the State Auditor - Annual Training

Landlord Training

Valid driver's license in the State of Minnesota.

Executive Director

Dept/Div: *Swift County Rural Development Finance Authority*

FLSA Status: *Exempt*

General Definition of Work

Performs complex administrative work developing and maintaining an on-going program of economic and community development for the County; manage the portfolio of the Swift County Loan Fund; promote the County, and related work as apparent or assigned. Work is performed under the general direction of the Rural Development Authority Board. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Manages County and RDA revolving loan funds. Manages the development of financial packages, site location and technical assistance services for business expansion, relocations and new start-ups. Fosters the development of economic education and marketing programs to improve the public awareness and attitude regarding economic development activities and opportunities in Swift County. Provides a technical assistance program aimed at helping existing or potential businesses develop or grow. Supervises staff, prepares and maintains RDA and GROW budgets, monthly financials and pay bills. Maintains an ongoing business expansion and retention program. Acts as a resource for the distribution of data on the area for use in promoting economic development. Works with development corporations, chambers of commerce, local units of government, and other organized structures in assisting businesses to locate, relocate or expand in the area. Maintains knowledge of federal and state economic and community development laws, regulations and programs. Maintains and updates website newsletters and communication pieces as needed. Direct all activities of the RDA and Swift County Greater Rural Opportunities Working (GROW). Reports RDA activities to the County Board, RDA Board and City Councils.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of financial statements, financial projections for clients; thorough knowledge of survey analysis and reports; general knowledge of Wordpress, InDesign or other Adobe products; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Bachelor's degree with coursework in economic development, urban/regional planning, business, finance or public administration, or related field and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

EDFP Economic Development Finance Professional within 1 year

Basic Economic Development Coursework with 6 months

Valid driver's license in the State of Minnesota.

Chief Deputy Treasurer

Dept/Div: *Treasurer*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work assisting in the collection and distribution of County funds; processing vital records; assisting customers/taxpayers via phone, email or in person, and related work as apparent or assigned. Work is performed under the limited supervision of the County Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Prepares and mails tax statements; updates escrowed parcels and mail out escrow statements; collects, balances and posts tax payments; corresponds with taxpayers, escrow agents and bank regarding overages/shortages; completes MN property tax refund forms. Processes vital records requests including the use of VitalChek; completes marriage license application and prepares marriage licenses; inputs marriage records into the iSeries and also MOMS (MN official Marriage System); registers notaries; prepares and email monthly vital statistic reports to area newspapers; email recorded marriage total monthly to the MN Department of Health; assists with genealogical research. Balances daily receipts and prepares remittance register for daily deposits; processes credit card payments for taxpayers or customers; track electronic payments and receipt; verifies warrants on checking account for fraud; reconcile Treasures Surplus Fund account; calls for bids on investments when required. Balances and posts miscellaneous collections; balances County and human services warrants against abstract and mail warrants; balance payroll warrants against abstract and distribute checks or direct deposit stubs; collects MRT & State Deed tax and remit to the State their portion; tracks Recorders surcharges; maintains Treasurers general ledger; tracks fund amount in excel daily; processes mail for the court house; allocates monthly postage usage by department; balances vault cash; prepares indemnity bonds for lost warrants; assists the public over the phone, email or front counter.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office; general knowledge of the principles, methods and practices of accounting; some knowledge of business and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to operate standard office, word processing and data entry equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Associates/Technical degree with coursework in accounting, or related field and moderate experience in bookkeeping or banking, or equivalent combination of education and experience.

Chief Deputy Treasurer

Dept/Div: *Treasurer*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing and sitting and occasionally requires walking, using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

County Treasurer

Dept/Div: *Treasurer*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work overseeing tax billing and collections; monitoring County investments and cash-flow, supervising office operations and issuance of vital records, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the electorate and County Board. Continuous supervision is exercised over Deputy Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Prepares and mails tax statements; collects taxes on before the statutory deadlines of May 15, Oct. 15 and Nov. 15; prepares settlement reports for distribution of taxes to taxing districts; calculates penalty due for late payments and send out notices; maintains and updates participants to automated tax collection files; prepares and sends files to bank for collection; analyzes and verifies escrow payment files for accuracy and processing payment; prepares Truth & Taxation statements for mailing; provides data to update taxpayer addresses for mailing; reviews and analyzes reports on collected and uncollected taxes. Analyzes and determines investment opportunities based upon cash flow and department spending requirements; consults brokers/bankers for investment strategies and advice; seeks bids/quotes for investment purchases; monitors deposits in designated depositories to determine level of collateralization needed to secure deposits; prepares investment and cash balance reports for County Board or departments as required or requested. Supervises and oversees processes required for daily operations such as daily deposit preparation and balancing receipts; verifies payment abstracts against issued checks to determine accuracy of payments; reconciles bank statements monthly to determine accurate bank and account balance; reviews Trial Balance reports with staff to determine Fund Balances; prepares various reports and gather information for annual audit; makes deposits on a timely basis. Prepares legal birth/death/marriage records for constituents; assists genealogists with vital record searches; attends training sessions and trains staff on procedures and changes in processes due to new law requirements; processes marriage applications and notary filings. Prepares annual department budget for submission to the Administrator and County Board; reviews budget reports monthly to determine income and expenses; orders forms and supplies as needed; assists with mail processing for all County Departments; prepares monthly usage reports for departments; provides taxpayer/customer service by phone, email or at the front counter.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; Comprehensive knowledge of the principles, methods and practices of accounting; thorough knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office; thorough knowledge of modern business management and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to plan and supervise the work of others; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to establish and maintain effective working relationships with County officials, associates and the general public.

Education and Experience

Associates/Technical degree with coursework in business management, finance or government accounting, or related field and moderate experience, or equivalent combination of education and experience.

County Treasurer

Dept/Div: *Treasurer*

FLSA Status: *Exempt*

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Semi-annual State Association training (ongoing)

Valid driver's license in the State of Minnesota.

Office Manager

Dept/Div: *Veterans Services*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate administrative support work in the day-to-day operations of the County's HRA and Veteran's Service Office; prepares payroll and tracks income and expenses; assists veterans with transportation and medical issues, and related work as apparent or assigned. Work is performed under the moderate supervision of the Veteran's Service Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Performs payroll, billing, accounting, filing and reporting; maintains records of grant program revenue and expenditure reports for reimbursement; tracks income and expenses; assists Veterans and HRA clients over the phone, email and in person; communicates with report income/assessed and personal information with outside organizations. Coordinates and assists veterans on medical transportation; researches discharges for veterans and funeral homes; assists with refills on prescriptions and associated problems with VA pharmacy and medical centers; maintains files, personal records and medical records with privacy; coordinates and assists HRA clients with Section 8 applications; maintains HCV waiting list. Creates pamphlets, fliers, brochures and ads; develops and disseminates relevant information to media outlets and outside organizations.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; general knowledge of related industry policies and practices, general knowledge Minnesota Counties Intergovernmental Trust Manual; general knowledge State and Federal tax information; general knowledge of billing statements and time sheets; comprehensive of VA Medical appointment scheduling; general knowledge of CRPs and 1099's; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in office support or accounting, or related field and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

Veteran Service Officer

Dept/Div: *Veterans Services*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult administrative work advocating for veterans and their dependents; securing benefits; maintaining relationships with related agencies; researches State and Federal rules and regulations regarding veteran's issues, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator. Limited supervision is exercised over all those assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Compiles applications for Department of Veterans Affairs disability compensation, death pension, widows pension, education (GI Bill), Veterans nursing homes, vocational rehabilitation, dependency indemnity compensation, life and medical insurance, VA home loans, and death and burial benefits. Solicits, researches and submits medical evidence, doctor opinions, supporting statements, financial information well as all corroborative evidence in order to substantiate claims, appeals and disagreements with the Department of Veterans Affairs, Department of Defense and related agencies; schedules and attends formal and informal VA hearings. Researches applicable Code of Federal Regulation, State Statutes and public law to solidify all claims, appeals, or disagreements, as well as verify appropriate implementation of law, statute or regulation. Facilitates VA Medical care applications/annual renewals, income verification, initiate medical referrals, resolves billing disputes, prescriptions, non-VA care, medical care issues and files hardship and waiver requests. Schedules Veterans Van monthly; plans efficient monthly schedules, creates and implements van policy; tracks fees and expenses; collaborates with surrounding county departments for ride share; hire and supervise van drivers. Submits grants to the MN Department of Veterans Affairs for the purpose of outreach and advertising, operations, counseling, enhancements, adaptive housing and vehicle, optical, dental, subsistence and special needs; seeks and applies through private organizations for assistance beneficial to individual veterans. Obtains County records from the Treasurer, land records office and County Assessor; presents departmental updates to the County Board of Commissioners and outside organizations. Maintains MN Department of Veterans Affairs accreditation through continuing education.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of 38 (CFR) Code of Federal Regulation governing the Department of Veterans Affairs; thorough knowledge of applicable MN State Statute; VA Medical Policy and Procedures; medical guidelines and terminology; military discharges, orders, Line of Duty Determinations; Department of Defense Physical Evaluation Board proceedings; comprehensive knowledge of budgets; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain working relationships with elected officials, associates and community members.

Education and Experience

Associates/Technical degree with coursework in social science, or related field and moderate experience with the Department of Veteran's Affairs, Department of Defense, military service, or equivalent combination of education and experience. Bachelor's degree preferred.

Veteran Service Officer

Dept/Div: *Veterans Services*

FLSA Status: *Exempt*

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms, pushing or pulling and lifting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Veteran's status under MN Statute 197.447 required upon hire
NACVSO Certification within one year
MACVSO Certification within one year
TRIPP Training Certification within one year
MN Department of Veterans Affairs continuing education
Suicide Prevention training
Valid driver's license in the State of Minnesota.