



Job Title: Administrative Specialist II  
Department: Community Corrections  
Classification: Grade 3  
Reports to: Director of Corrections  
Supervises: N/A  
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM  
Union: No  
FTE Status: 1.0 Full-Time Equivalent  
Last Reviewed: 07/2024

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**Nature of Work:**

This position maintains complete and accurate records of client case records and is the initial person to meet with clients post court. Responsible for security of private and protected data on our clients.

**Communicates with:**

Internally – All Corrections staff.  
Externally – Vendors and public.

**Supervision:**

N/A

**Telecommute:**

Not available

**Essential Work Functions:**

- Check custody sheet every morning and determine which inmates need to have a bail study done according to their offense and level of offense. Run their BCA criminal history.
- Creates, monitors, processes, and maintains case records in CSTS with required documentation.
- Assists individuals in completing intake forms.
- Maintains complete and accurate records of client case records and is the initial contact with clients post court appearance prior to agent case assignment.
- Responsible for acting as the BCA TAC and all duties required by the BCA for such a position. Ensure all agents are compliant with the mandated training for the BCA.
- Performs clerical functions as assigned. Collects credit card and check payments for supervision fees and electronic monitoring payments.
- Obtains reports on clients from a variety of law enforcement agencies.
- Manage the warrants in CSTS as the warrant agent which involves being notified via email if someone is in custody or info is needed.

**Other Work Functions**

- Performs related work as required.

**Minimum Qualifications of Education and Experience:**

- Requires specialized training beyond High School, but less than an associate degree.
- One (1) year of clerical experience required.
- Ability to pass all position required background(s) and testing(s).

**Knowledge, Skills, and Abilities Required:**

- Understanding of the organization’s goals and objectives.

- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

<b>Exposed to:</b>	<b>24% or Less</b>	<b>25% - 49%</b>	<b>50%- 74%</b>	<b>75% or more</b>
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions	X			
Atmospheric Conditions	X			
Travel	X			
Hazardous materials	X			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_