

DODGE COUNTY JOB POSTING: **Transport Officer**

We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.

POSITION TITLE: Transport Officer – Part-time

DATE OF CLOSING: Open Until Filled
Initial application review May 1, 2017

ACCOUNTABLE TO: Sheriff

HOURS: On-Call Varies - subject to call 24 hours per day.

JOB PURPOSE: By the direction and under the supervision of the Sheriff or his designee shall escort prisoners and others to and from Court, Jail/Detention facilities, or other jurisdictions.

STARTING WAGE: \$14.88

ESSENTIAL DUTIES:

1. Escorts prisoners and others to and from Court, Jail/Detention facilities, treatment facilities, or other jurisdictions at the direction of the Sheriff or his designee or as ordered by the Court.
2. Serves criminal warrants, complaints, summons and other Court Orders on detainees.
3. Maintains accurate and complete daily transport logs of all transports of detainees.
4. Performs limited housekeeping duties, such as: maintaining the cleanliness of the interior of the transport vehicle to keep vehicle free of any debris.

JOB REQUIRMENTS: Must be able to read maps of roadway systems. Must maintain and continue training and working knowledge of the Sheriff's Office. Must receive and maintain C.P.R. and Basic First Aid certification. Must receive and maintain training in radio communications. Must receive and maintain knowledge of Minnesota State Statues pertaining to transport of detained persons. Must be skilled in the ability to express oneself clearly and concisely both orally and in writing. Must be skilled in the use of Law Enforcement equipment, such as defensive weapons, restraint equipment and techniques, as well as the policies and laws that regulate their use. Must have the ability to react quickly and calmly in emergencies and to exercise good judgment in evaluating situations and in making decisions.

MINIMUM QUALIFICATIONS: Must be at least 18 years of age, possess a valid Minnesota Driver's License with no major traffic violations for last 3 years, and must pass an oral examination and background investigation. Law Enforcement/Detention Facility experience strongly preferred. Must be available Monday through Friday, flexible schedule. Occasional evening and weekend hours. Must have a high school diploma or G.E.D. equivalent.

ESSENTIAL FUNCTIONS: Work may range from long range periods of physical inactivity (i.e.: driving for extended periods) to extremely demanding exertion, physical in nature; may require stooping, crouching, reaching, standing, walking, running, pushing, lifting, talking, hearing, seeing and repetitive motions. May be required to lift and/or move weight equivalent to an adult human on occasion or other objects that may be in equivalent in weight in order to perform duties.

**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:
DODGE COUNTY EMPLOYEE RELATIONS OFFICE (507) 635-6239**

www.co.dodge.mn.us