

**Todd-Wadena Community Corrections  
Full-Time Employment Opportunity**

**CORRECTIONS AGENT**

**Opening Date:** July 31, 2023

**Closing Date:** Position will remain open until filled.

**Location:** Home office for this position is Long Prairie and Wadena. Travel to both counties is required. Primary caseload and travel to other offices may change depending on the needs of the agency.

**Job Summary:** This position includes assessment, investigative services, and supervision of individuals referred and/or directed through the Court and/or Criminal Justice System.

**Essential Job Functions and Duties:** Duties include, but are not limited to: conducting investigations; conducting assessments; evaluating clients; supervising clients, including, but not limited to, diversion, pretrial, probation and supervised release using evidence-based practices; conducting client contacts both in the office and in the field (including random home and employment checks); attending Court and/or Hearings and Release Unit Hearings; monitoring compliance with court orders and release conditions; attending client related meetings; making recommendations to the Court and/or Hearings and Release Unit; making victim and collateral contacts, conducting urinalysis collections, and performing additional tasks as assigned by the Director or Supervisor.

**Minimum Qualifications:** Minimum qualifications include Bachelor's degree in criminal justice or related social science field; successful completion of a 400-hour internship in corrections or commensurate paid/volunteer experience in related field; valid MN driver's license and auto insurance; and reliable transportation. Must pass agency background check requirements prior to employment.

**Salary:** Starting salary range is \$23.02 - \$33.43 per hour.

**Hours of Work:** Normal working hours are M – F, 8:00am to 4:30pm. Some non-traditional hours may be required.

**How to Apply:** Contact Katherine Langer, Director, at [kathy.langer@co.todd.mn.us](mailto:kathy.langer@co.todd.mn.us) or [Tel:320-732-6165](tel:320-732-6165), for an application packet.

*“An Equal Opportunity Employer”*