

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

**OFFICE & ADMINISTRATIVE SPECIALIST**

**Opening Date:** November 22, 2022

**Closing Date:** Position will remain open until filled.  
First round of application reviews scheduled for December 27, 2022.

**Location:** The current home office for this position is in Long Prairie, but will require time in the Wadena office each week, and occasional time in the Staples office. Travel to both counties will be required. Primary workload and travel to other offices may change at times depending on the needs of the agency.

**Essential Job Functions and Duties:** Current work load assignment consists of, but is not limited to, the following: providing word processing, data entry and retrieval, receptionist services, maintaining information tracking systems, and utilizing technology to fulfill assigned tasks. Successful applicant must be highly organized and efficient and demonstrate strong written and verbal communication skills.

**Minimum Qualifications:** High school diploma, plus skills in the following areas: data entry, database management, business English, customer service, word processing, and typing/keyboard. Must pass agency background check requirements prior to employment. Must have valid MN driver's license and auto insurance, and reliable transportation. Must pass agency background check requirements prior to employment. Convictions, continuances or stays for crimes other than minor traffic offenses may disqualify the applicant from being hired.

**Preferred Qualifications:** Associate degree or vocational/technical diploma in relevant field, experience entering data into information tracking systems; and experience working in a correctional setting.

**Salary:** Starting salary range is \$18.63 - \$24.69 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 320-732-6165, for an application packet.

*“An Equal Opportunity Employer”*