

FULL-TIME EMPLOYMENT OPPORTUNITY TODD-WADENA COMMUNITY CORRECTIONS OFFICE AND ADMINISTRATIVE SPECIALIST

Todd-Wadena Community Corrections seeks one full-time Office and Administrative Specialist.

This position includes providing word processing, data entry and retrieval, receptionist services, maintaining information tracking systems, and utilizing technology to fulfill assigned tasks.

MINIMUM QUALIFICATIONS:

Successful applicant must be highly organized and efficient and demonstrate strong written and verbal communication skills.

- High school diploma
- Skills in data entry, database management, business English, customer service, word processing, typing/keyboard and experience with Microsoft Office Products.
- Must have valid MN drivers license and auto insurance, and reliable transportation. Must pass agency background check requirements prior to employment
- Preferred qualifications include an associate degree or vocational/technical diploma in relevant field, experience entering data into information tracking systems and experience working in a correctional setting or office setting.

Home office for this position is Wadena, MN. Travel between counties and office locations is required as determined by agency needs.

Salary range \$20.84 - \$27.62 per hour. Benefits-eligible positions include: paid time off for earned sick and vacation; paid holidays; excellent insurance plans (health, dental, vision, life, and short and long-term disability); pre-tax accounts for medical, dental, vision and daycare expenses; PERA pension plan; and 457(b) retirement options. Normal working hours are M-F, 8:00am-4:30pm. Some non-traditional hours may apply.

Convictions, continuances or stays for crimes other than minor traffic offenses may disqualify the applicant from being hired.

Contact Megan Kruse, Administrative Assistant, at 320-732-6165, megan.kruse@co.todd.mn.us for an application packet and/or to request a reasonable accommodation. Veteran's preference applies. Submit cover letter, resume and completed application to Megan Kruse, Administrative Assistant, Todd-Wadena Community Corrections, 221 First Avenue South, Suite 200, Long Prairie, MN 56347. Position will remain open until filled.

Equal Opportunity Employer