

# Todd County

MINNESOTA



**TODD COUNTY**  
invites applications for the position of:

## **Seasonal Recreational Assistant (Non POST Licensed)**

**SALARY:** \$16.00 Hourly

**OPENING DATE:** 03/03/20

**CLOSING DATE:** Continuous

### **PURPOSE OF POSITION:**

This position will be open until filled with first review of applications 03/17/2020.

The purpose of this position is to assist Deputies assigned to Recreational Law Enforcement (Boat and Water Patrol, Snowmobile and ATV Enforcement, Invasive Species Enforcement and other duties assigned by the Chief Deputy or Sheriff). This position may be used towards internship credit for law enforcement related schooling.

### **Basic Performance Expectations of all Todd County Staff**

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Position Specific Essential Duties and Responsibilities**

**The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Assist Deputies in routine patrol of lakes, trails and county parks in Todd County.
- Inspect Watercraft for Invasive species.
- Assist in the response to calls for service as dispatched.
- Transports county owned equipment between Todd County lakes, trails and parks.
- Promote public safety through routine patrol, public safety presentations and interaction with the public.
- Assists with maintenance of boats, snowmobiles, ATV's, trailers and vehicles.
- Attends work in a regular and timely manner.
- Performs other duties as assigned or apparent.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

- High School graduate or equivalent.
- Must possess a valid state issued driver's license.
- Must be available to work weekends and holidays.
- Must have experience using a personal computer.
- Must pass a criminal background check.

### Preferred Qualifications

- Experience with unloading, loading and operating watercraft, snowmobiles and ATV's.
- Recent first aid training within the last two years.
- Current CPR certification within the last two years.
- Experience in providing security and/or enforcement of rules.
- Experience as a law enforcement explorer or reserve police officer and successfully completed or currently enrolled in a law enforcement program.
- Geographic knowledge of Todd County.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Language Ability and Interpersonal Communication
- Possess the ability to perform basic mathematical functions (addition, subtraction, multiplication and division).

### Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.todd.mn.us/>

Position #145D  
SEASONAL RECREATIONAL ASSISTANT (NON POST LICENSED)  
SO

215 1st Ave S, Suite 300  
Long Prairie, MN 56347  
320-732-6155

[HR@co.todd.mn.us](mailto:HR@co.todd.mn.us)

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### Seasonal Recreational Assistant (Non POST Licensed) Supplemental Questionnaire

- \* 1. Do you have a high school diploma or GED?
- Yes  
 No
- \* 2. Are you able to work holidays and weekends?
- Yes  
 No
- \* 3. Do you have experience with unloading, loading and operating watercraft, snowmobiles and ATV's?
- Yes- I have 2+ years experience  
 Yes- I have 2 years or less experience  
 No- I do not have experience
4. If you answered yes to previous question, please explain your experience.

- \* 5. Do you have experience as a law enforcement explorer or reserve police officer and successfully completed or currently enrolled in a law enforcement program?
  - Yes
  - No
- \* 6. Are you able to operate computers, read and send emails?
  - Yes
  - No
- \* 7. Do you have a valid driver's license?
  - Yes
  - No
- \* 8. Have you had first aid training in the past two years?
  - Yes
  - No
- \* 9. Have you been CPR certified within the past two years?
  - Yes
  - No
- \* 10. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?
  - Yes- Qualified Disabled Veteran (10% or higher disability rating)
  - Yes- Qualified Vet or Spouse of Deceased Vet
  - No
- \* Required Question