

WINONA COUNTY CLASSIFICATION DESCRIPTION

Classification: Transport Officer

Characteristics of the Class:

Under close supervision of the Jail Administrator, an employee in this class performs law enforcement work including ancillary County Jail functions. Responsible for transporting inmates. Performs related work as required. This work may involve an element of personal danger.

Supervisory Controls:

Work assignments are general and specific instructions are received from the Jail Administrator who reviews work and is available to answer any questions.

Examples of Duties:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all duties that may be found in positions of this class.

- Transports prisoners to and from court hearings, to medical and other facilities as necessary.
- Cleans transport vehicles.
- Receives training in applicable laws and ordinances and in law enforcement principles and procedures as they relate to the duties of the Transport Officer.
- Prepares reports as needed.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

Any combination of training and experience providing the following knowledge, skills, and abilities.

For Full Performance:

- Knowledge of current law enforcement principles, procedures, techniques, and equipment.
- Knowledge of the department's organization, policies and procedures.

For Pre-Employment:

- Any combination of education and experience equivalent to high school graduation.
- A valid driver's license and the ability to drive an automobile safely and efficiently.

For Pre-Employment (cont'd):

- Must be a minimum of eighteen years of age.
- Ability to exhibit mature judgment and imagination.
- Ability to defend self and others in instances of personal danger.
- Ability to deal with prisoners and the public with tact and impartiality.
- Ability to perform work requiring good physical condition.
- Ability to establish and maintain effective working relationships with employees, law enforcement, other agencies, and the public.
- Ability to follow written and oral instructions.
- Must pass a personal background investigation.

Safety and Training Requirements

The County expects each individual employee to cooperate in every respect with the Safety Program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, the Winona County Personnel Policies and Procedures Manual, the countywide safety rules, department safety rules, and specific job training.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

9-8-20

Date Approved



County Administrator

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

4	hours a day sitting
2	hours a day standing
2	hours a day walking
	hours a day kneeling
	hours a day stooping
	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
50	pounds lifted waist high
10	pounds lifted shoulder high
10	pounds lifted above the head
pounds are...	
X	pounds are carried alone
X	pounds are carried with someone else
15	distance weight must be carried (feet)
X	pounds are pushed
X	pounds are pulled
X	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	computer/electronic equipment
X	hand tools
	electric tools
X	manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
	X	taste
X		smell
X		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading	X	analyzing data
X	writing	X	searching for solutions
X	basic arithmetic		creating methodologies
X	mathematics		conducting research
	weighing and/or measuring	X	managing resources
X	visualizing conclusions		evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are:

3	hours a day spent working under time pressure
2	hours a day spent working rapidly
75	% of time spent indoors
25	% of time spent outdoors
25	% of time spent in an automotive vehicle
25	% of time spent at a desk, bench or window
50	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
X	The condition of the air is dusty/dirty
X	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
X	The surface of the working environment is sloping
X	The surface of the working environment is uneven
X	The surface of the working environment is slippery

Part V: Additional Comments: