

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

Office & Administrative Specialist

- Opening Date:** September 16, 2026
- Closing Date:** Position will remain open until filled.
- Location:** Home office for this position is Wadena, MN. Travel between counties and office locations is required as determined by agency needs.
- Job Summary:** 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:** Minimum qualifications include a high school diploma, plus skills in data entry, database management, business English, customer service, word processing, typing/keyboard and experience with Microsoft Office Products; valid MN driver's license and auto insurance; and reliable transportation. Excellent communication and organizational skills are essential, as well as the ability to establish and maintain working relationships with a variety of people. Must pass agency background check requirements and be able to meet physical requirements as specified in the job description. Convictions, continuances or stays for crimes other than minor traffic offenses may disqualify the applicant from being hired.
- Preferred Qualifications:** 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.
- Salary:** Starting salary range is \$20.84 - \$27.62 per hour.
- Benefits:** 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.
- 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 Megan Kruse, Administrative Assistant, at megan.kruse@co.todd.mn.us or [Tel:320-732-6165](tel:320-732-6165), for an application packet. Submit cover letter, resume, completed application and supplemental questionnaire to Megan Kruse, Administrative Assistant, Todd-Wadena Community Corrections, 221 First Avenue South, Suite 200, Long Prairie, MN 56347.

“An Equal Opportunity Employer”