

JOB OPENING

Pierce County is accepting applications for Community Service Coordinator position. This position serves Pierce, McHenry and Bottineau Counties and includes cities located within the counties.

The Community Service Coordinator is responsible for performing case management duties for juvenile and adult offenders who have been referred to the program for community service. Duties include intake, assigning offenders to worksites, collection of program fees, monitoring offender progress and completion, attending court hearings. The coordinator is responsible for preparing and monitoring the community service budget; finding new work sites, maintaining contact with old work sites and developing meaningful community service projects. Public speaking duties are also part of this position. Hours 24-32 hours a week.

Application and job description are available in the County Auditor-Treasurer's office. Applications will be accepted until 5:00 P.M. on October 25, 2021. They may be mailed or delivered to the Pierce County Auditor-Treasurer's office, 240 2nd St SE, Suite 6, Rugby, ND 58368.

Pierce County reserves the right to accept or reject any or all applications.

Pierce County is an equal opportunity employer.

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