

LINN COUNTY CLASSIFICATION

TITLE: CONTROL ROOM OPERATOR

NUMBER: 634

PAY RANGE: 08

CATEGORY: DSA

APPROVAL ORDER

NUMBER: 2001-304

DATE: June 26, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs correctional work in the control rooms of the facility; does data processing of prisoner intake and release.

SUPERVISION RECEIVED: Works under the supervision of the Corrections Shift Supervisor who assigns duties, inspects performance and advises and counsels Control Room Operators in the proper performance of duties. Most shift assignments are performed without direct supervision by a Shift Supervisor.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification. However, Control Room Operators may exercise limited supervision in the training and orienting of new Control Room Operator personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Maintain surveillance of prisoners, corrections staff, and the public while in the correctional facility; observe and report any unsafe conditions in the correctional facility involving persons or physical plant maintenance; control prisoner, correctional staff and public movement within the correctional facility; relay information and communicate with the inmate population using the intercom system.
2. Control and monitor prisoner recreational activities; provide to the public, routine information concerning prisoner status and division policies and procedures; update court directives, future court appearance dates and special orders pertaining to prisoners into inmate files and the jail computer system; keep a jail computer record of daily inmate and control booth activities. Inspect incoming and outgoing mail.
3. Operate telephone and radio communications equipment; take incoming telephone calls from citizens, answer questions and record visitation appointments.
4. Process persons in and out of the correctional facility by the use of data entry; communicate with other law enforcement agencies using the Law Enforcement Data System (LEDS).
5. Monitor the correctional facilities fire system, tamper alarms, and motion detectors; respond to alarms alerting reactionary personnel.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.

7. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

8. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Some knowledge of correctional practices, procedures, and the use of telephone, radio, and data entry. Some knowledge in the principles of human relations and communications as applied to the correctional setting.

Ability to develop a working knowledge of a considerable range of procedures and techniques. Ability to exercise some judgement in the performance of duties and interpretation of procedures and techniques. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, other agencies, the courts, prisoners and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Two years of experience involving public contact. Graduation from a senior high school or possession of the equivalent GED Certificate. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be Law Enforcement Data System (LEDS) certified within one year of appointment. Must pass a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors in either the standing or sitting position. Work requirements include the ability to sit, stand and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.