CONTROL ROOM OPERATOR

DEPARTMENT: Sheriff's Department
REPORTS TO: Jail Administrator
PAY: $3138.00 to $3904.00 per month DOE

Job Objective:

Maintains the security of the County Jail to contribute to the welfare of the inmates and protection of the county residents. Greets the public and accepts moneys for inmates. Controls all the video cameras in the jail, along with security alarm systems. Must have a thorough knowledge of the teletype printer and state and national CRT computer programs.

Essential Job Functions:

- Maintain Security by scanning the video monitor system constantly. These monitors show the outside entrances. Two views of the recreation yard, the hallways, inner and outer booking doors, the kitchen door, and the elevator. Every door also has an audible alarm that sounds each time someone wants through. On some doors, the alarm continues ringing for the duration that particular door is left open.

  The Control Room Operator also controls the police units requesting entrance into the sally port with prisoners to process into the jail. No one gains admittance to the jail without the Control Room Operator knowing who it is and what the circumstances are.

- Maintaining security of all jail keys. The Control Room Operator has complete control and access to all jail door keys, room keys, night tour keys, kitchen keys, food storage keys, all patrol and jail vehicles and emergency keys. Keys do not leave the Control Room without knowing who has them and why. All keys are kept on a log sheet to be assigned and returned.

- Maintains security of each jail module in the event of an emergency. The inmates can push the call button in the individual module in case of emergency to alert the Control Room Operator. The Control Room Operator will notify and send the Corrections Officer to the appropriate cell by hearing and seeing the call light on the housing module board in the Control Room.

- Be alert and aware. The Control Room Operator must be aware of any irregularities in the Corrections Center that may present a danger to the Corrections staff. They must be able to respond quickly to send appropriate police units to the Corrections Facility to assist in any emergency.

- Answer phone. Answer incoming phone calls from the public and law enforcement agencies. Be able to assist in giving information about the inmates held in custody.

- Maintain accurate financial records. The Control Room Operator will receive incoming moneys from the public and mail. Must be able to record and itemize all financial transactions in specific inmate accounts while he/she is in custody.

- Greet the public. Control Room Operators must acknowledge the public when they come into the lobby, whether they are there to visit inmates, get fingerprinted for pistol permits, or just want to talk with someone in the Sheriff's Department. Control Room Operators must remain patient and courteous at all time.

- Appear in court. Anytime a Control Room Operator is called upon to testify in a court case, they must appear and be properly attired.

- Miscellaneous duties. Check mailbox every day for memos or messages. Read the daily log book for new issues that apply to your work activity. Obtain First Aid and CPR instructions and keep it current. Be cordial to all fellow employees and public citizens. Remain in the Control Room Center during their eight (8) hour shift, except for taking breaks. There is the possibility a female Control Room Operator Officer will be called upon to assist an officer with another female prisoner.

- Be aware of and comply with all department policies and procedures.

- Must be able to work in harmony with all fellow employees on a continuing basis.

- Perform a variety of other duties as assigned.

Required Qualifications:

- 21 years of age.
- Valid Washington State Driver's License.
- Eligible to work in the United States.
- High School graduate or equivalent (GED).
- Typing skills.

Desired Qualifications:

- Bilingual - Spanish.
- Computer Skills.
- Prior experience in Dispatching or Control Room operations.

Equipment Used:

- Radio
- Typewriter
- Adding Machine
- Recorder: Visual/Audio
- Phones
- Surveillance Equipment
- Security Equipment
- Copy Machine
- Computer

Working Environment:
This position is subject to potential of assault in the jail. Physical effort may be required to maintain security in the jail.