

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CONTROL BOARD OPERATOR
CLASS CODE: 4021

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 7/29/2015 (REVISED 6/14/2007 VERSION)
DEPARTMENT: SHERIFF

JOB SUMMARY

Under general direction of a Sergeant-Corrections, responsible for the security of the detention facility by constantly observing interior and exterior jail areas, controlling all electrical doors, and monitoring the activities of inmates and jail staff via CCTV, video recording equipment, intercom, and radio. Facilitates communication of inmates and staff.

ESSENTIAL FUNCTIONS

Observes interior and exterior jail areas via CCTV and video recording equipment.

Monitors the activities of inmates and jail staff via intercom and radio.

Reports unusual or emergency situations to a Corrections Deputy.

Facilitates the movement of inmates and staff within the jail, including initial admittance, by controlling all electric doors under specified guidelines.

Communicates with inmates via intercom by answering questions, passing on requests, and informing them of upcoming activities.

Communicates with staff via intercom and radio for the performance of their duties.

Maintains records and reports related to the specific performance of duties.

Operates a computer terminal, CCTV equipment, a radio base station, and electrical equipment for opening and closing various doors and gates in and around the facility.

Monitors personal security device work by Corrections Deputies and initiates alarm if needed.

Observes the behavior of suicidal inmates.

Counts inmates as they move throughout the jail.

Watches inmates enter and exit the visiting areas and observes the visitors' side of the visiting room.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Security related functions.

Skill in:

Coordinating several activities at once.

Preparing work reports.

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PAGE 2

Ability to:

Maintain cooperative relationships with those contacted in the course of work activities.

Communicate verbally in a clear and concise manner.

Maintain concentrated visual attention to detail for an extended period of time.

Prioritize during stressful situations.

PHYSICAL DEMANDS

Typically:

Sits at a desk or table.

Regularly:

Walks, stands, or stoops.

Uses tools or equipment requiring a high degree of dexterity.

Works for sustained periods of time maintaining concentrated attention to detail.

Communicates via radio.

Work requires incumbent to remain calm during stressful and emergency situations.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

Incumbents typically work a variety of 12 hour shifts on a rotational schedule.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and six (6) months work or military experience performing duties related to security, general law enforcement, or the monitoring of individuals (inmates, patients, etc.). A completed related Associates Degree (or higher) may be substituted for the experience requirement.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

Selected applicants may be subject to a background check.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.