

LINN COUNTY CLASSIFICATION

TITLE: CONTROL ROOM OPERATOR

NUMBER: 634

APPROVAL ORDER NUMBER: 2024-308

PAY RANGE: 08

DATE: SEPTEMBER 10, 2024

CATEGORY: DSA

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs data processing work within the Jail Management System in the three control towers and operates HMI door control system.

SUPERVISION RECEIVED: Works under the supervision of the Corrections Shift Supervisor appointed by the Jail Commander 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 and remain in 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 Adults in Custody (AIC's), 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 AIC, correctional staff and public movement within the correctional facility; relay information and communicate with the AIC population using the intercom system.
2. Control and monitor AIC recreational activities and provide to the public routine information concerning AIC status and division policies and procedures. Update AIC jail logs and the general jail log daily when activities in the facility dictate. Inspect incoming and outgoing mail.
3. Operate telephone and radio communications equipment; take incoming telephone calls from citizens and answer questions. Check visitors in and out of the facility during visitation times.
4. Use the Law Enforcement Data System (LEDS) to potentially verify and/or confirm warrants and to check potential AIC visitors for warrants and supervision status.
5. Monitor the correctional facilities fire system, man-down alarms and motion surveillance cameras; 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: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

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 sound 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, AIC's 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.

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 including operation of Automatic External Defibrillators. Must maintain the ability to testify in court.

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, speak and hear; use hands to manipulate or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.