



JOB DESCRIPTION

<i>Title</i>	Control Room Technician			
<i>Department</i>	Sheriff's Office		<i>Job Class</i>	RU 8
<i>Driving Required</i>	No		<i>Safety</i>	Yes
<i>Labor Union</i>	Clatsop County Law Enforcement Assoc.		<i>FLSA</i>	Non-exempt
<i>Created</i>	April 2013	<i>Reviewed</i>	August 2022	<i>Revised</i> Sept. 2022

Purpose

Provide support to corrections deputies in maintaining the security and welfare of adults in custody (AICs) in the Clatsop County jail. Work involves monitoring and operating the jail's security system by voice and automated locking-unlocking devices, maintaining jail records, processing warrants and summonses, and operating various types of office equipment.

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 the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Perform surveillance within the jail security areas. Observe, record, and control movement of adults in custody within the jail.
- Control public access to the jail. Operate the computerized security system and door control panel. Monitor fire and court alarm panel. Immediately report problems to appropriate authority.
- Process reports, warrant verifications and clearances, booking records, and other legal documents from other criminal justice agencies to maintain a complete jail records system. Classify, file, and retrieve reports and documents. Perform associated data entry. Maintain a high level of confidentiality at all times.
- Maintain professional and effective working relationships and work cooperatively and tactfully with coworkers, the public, and other agencies, with the ability to adapt to a wide variety of personalities. Work effectively in disruptive situations.
- Schedule, process, and document all visitors to adults in custody.
- Answer telephones, maintain activity logs, prepare statistical reports, receive cash for payments of fees and bail from the public, and receive inquiries from the general public for information or services.
- Provide backup and support to coworkers.
- Maintain punctual and regular attendance.
- Participate fully as a member of a team, to support a service area(s), and attend and participate in assigned employee training and orientation.
- Follow all safety rules and procedures established for work areas.



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- Comply with office and county policies, procedures and regulations at all times.
- May be assigned as training instructor/field training officer or other specific program responsibilities within the department.
- Maintain department issued equipment.
- Perform related duties as required.

Mandatory Qualifications

Education and Experience:

HS/GED, minimum 18 years of age, and a United States citizen. Must possess and maintain driving privileges in the state of Oregon. Must receive and maintain certification in the Law Enforcement Data Systems (LEDS) within three months of appointment. Minimum two years' experience or equivalent training in office procedures and computer operation.

Knowledge, Skills and Abilities:

Must be of good moral fitness as determined by comprehensive pre-employment screenings, including background investigation with credit check and drug screen. Requires computer skills including word processing and data entry. Able to type, perform statistical typing, and word process accurately from copy, recordings, and oral directions. Must be familiar with general office practices, filing systems, police records and procedures, policies, and methods. Able to learn classification and distribution systems and codes used in law enforcement procedures. Candidate must demonstrate a proven record of excellence in work ethics and integrity. Able to multi-task effectively in a busy environment.

Desired Qualifications

Previous experience with CCTV equipment and operations in a jail, prison, or detention setting. Previous experience in a correctional environment or law enforcement experience. College level course work in computer operation. Bilingual English/Spanish.

Physical Demands

Requires long periods of standing, walking, and sitting. Physical demands of the position are minimal involving moving books, files and equipment.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.



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Working Conditions

Requires a flexible schedule that includes working rotating shifts, weekends, and holidays. Work is performed in a secured control room.

Supervision Received and Exercised

Reports directly to the assigned jail sergeant and/or the jail lieutenant. Supervision is not a typical function assigned to this position; however, may provide training and orientation to newly assigned personnel on Sheriff's Office policies and practices.