



Baker County Administrative Services ~ Personnel
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BAKER COUNTY JOB OPENING

DEPARTMENT: Jail

POSITION: Control Room Technician

Range 8

Step 1	Step 2	Step 3	Step 4	Step 5
\$3,385/mo.	\$3,551/mo.	\$3,729/mo.	\$3,919/mo.	\$4,111/mo.

Summary

This classification performs a variety of administrative and technical support services in an assigned area within the Jail; maintains safety and security by operating electronic equipment and consoles to control the flow of staff, visitors, and inmates moving within, entering, and exiting the detention facilities; activate pneumatic doors; respond to intercom requests; monitor the audio and visual surveillance equipment and monitor the Emergency Response equipment and movement of emergency personnel throughout the facility.

Examples of Essential Job Duties:

- Monitor audio and visual surveillance equipment; operate and control security doors inside and outside the Jail facility; monitor safety and security equipment including alarms and camera monitors; operate radio, telephone and intercom to communicate with staff, visitors and inmates.
- Monitor, plan coordinate and announce the movement of inmates, visitors and staff via video cameras and intercom systems; maintain the flow of individuals moving within, entering and exiting detention facilities making visual and audio identifications and approving or denying access; call for back up when appropriate.
- Create and maintain electronic and paper records; use computer software to retrieve criminal records and update booking records to reflect changes; update and maintain logs, criminal files, database records and other records with accuracy and handles information with confidentiality; prepare written reports as requested or as required by policy and procedure; utilize checklists and follow procedure during activated alarms or in emergency situations.

Education, Experience and Training

Must possess US Citizenship or ability to obtain within timeframe allowed, high school diploma, and valid Oregon driver's license at time of appointment. No convictions by any state or federal government of a crime punishable by imprisonment in state or federal prison.

A complete job description is available upon request and applications can be found online at: www.bakercountyor.gov

For additional information, contact Shelly Christensen in the Administrative Services office at 541-523-8209.

Applications are available online at: [Baker County - Official Website \(bakercountyor.gov\)](http://Baker County - Official Website (bakercountyor.gov)) applications must be submitted to the Personnel office or to Work Source Oregon located at 1575 Dewey Ave., Baker City, OR by 5:00 p.m. on the closing date.

POST DATE: February 1, 2024

CLOSING DATE: February 15, 2024