



# BAKER COUNTY

## POSITION DESCRIPTION

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<b><u>CONTROL ROOM TECHNICIAN</u></b>	
<b>DEPARTMENT</b>	JAIL
<b>SALARY RANGE</b>	8
<b>BARGAINING UNIT</b>	BCLEA
<b>EXEMPT</b>	NO
<b>REVISION DATE</b>	2021
<b>PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES</b>	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, EDUCATION, PHYSICAL EXAM & DRUG TEST
<b>ADDITIONAL INFORMATION</b>	N/A
<b>Signature &amp; Date:</b>	

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### **INTRODUCTION**

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 PRINCIPAL DUTIES**

*(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed duties.)*

1. 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.

2. 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.
3. 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.
4. Responds to inquiries from other agencies and the public.
5. Communicates to law enforcement officers about inmate custody issues using Law Enforcement Data Systems, radio or telephone.
6. Testify in court proceedings or in grand jury as needed.
7. Wear/use PPE when handling evidence or in any situation where there is risk of exposure to biohazards.

### **KNOWLEDGE, SKILL AND ABILITY REQUIRED OF THIS POSITION**

**Knowledge of:** Operation of a correctional facility; recordkeeping methods and techniques; proper telephone procedures; proper English usage, grammar, spelling and punctuation. Basic office equipment and computer programs such as Microsoft spreadsheets, word programs and data management software.

**Skill in:** Interacting and dealing with a wide range of people in a controlled environment; multi-tasking while using various office related equipment including computers, telephone, radio, telecom.

**Ability to:** Communicate effectively in both oral and written forms; work with others and contribute to a positive work environment; gain the cooperation of others; cope with physical effects of acute emotional personal stress and the acute emotional stress of others; ability to make effective and appropriate decisions under times of stress; work effectively with angry hostile or upset citizens or Adults in Custody. Operate a computer, mouse and keyboard quickly while multi-tasking on the telephone or intercom system. Learn and apply policies and procedures of the office.

### **QUALIFICATIONS**

**Minimum:**

- 1) U.S. Citizen or ability to obtain US Citizenship within timeframe allowed (OAR 259-008-0010).
- 2) High School diploma or GED equivalent.
- 3) Must be at least 18 years of age.
- 4) No convictions by any state or federal government of a crime punishable by imprisonment in state or federal prison;
- 5) Must have good moral character as determined through background investigation; must pass employment background, physical exam, criminal history and pre-employment drug test.
- 6) Must possess a valid Oregon driver's license at time of appointment.
- 7) Must pass a 12<sup>th</sup> grade reading and writing exam.

8) Must obtain LEADS Certification and CJIS Security Clearance.

Preferences: Prior experience in a detention facility; higher education in criminal justice or related field.

### **SUPERVISORY CONTROLS OVER THIS POSITION**

This classification works under the supervision of the Corrections Lieutenant or on-duty Corporal.

### **GUIDELINES**

Work is performed in a combined work environment primarily in a variety of security settings in a 24-hour enclosed, secure facility. This position requires decisions to be made accurately relying on training, policy, procedure and experience.

### **PERSONAL CONTACTS AND PURPOSE OF CONTACT**

Contacts are with other employees, inmates, members of the public, court personnel and agency law enforcement personnel.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is performed in an enclosed jail setting with physical demands of bending, kneeling, reaching, twisting, walking, running, standing and sitting; hearing alarms and voice conversations. Must be able to sit for extended periods of time; grip with hands and fingers. Push/pull objects, lift objects off the ground from elevated surfaces and carry in excess of 20 pounds.