



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 10/28/14**

**CLOSES: When Filled**

### **CONTROL ROOM OPERATOR**

The Kittitas County Civil Service Commission is currently forming a roster for the position of Control Room Operator. The current vacancy is a full time, non-exempt, benefited, Corrections Union (Local 760) position. Anyone who meets the qualifications stated below may apply. This listing will close when we have reached examination capacity.

**SALARY/WAGES:** \$2,842 - \$3,455 per month

#### **ESSENTIAL FUNCTIONS:**

**Ensure the safety of all jail employees, visitors, volunteers and inmates by observing, controlling and logging all movements of internal and external facility traffic/activities**

- Monitor and operate the audio-visual electronic control console and touch screen control system, including a bank of cameras that monitor the facility.
- Monitor emergency communication system via door controls and assess each emergency based on the audio received from the inmate and visual appearance via monitors.
- Log inmate movement in and outside of the facility into a hand-written master log and computer database system.
- Control use of all doors, visual monitors and intercom systems.
- Oversee inmate visits with the public by controlling and coordinating physical and electronic control systems including schedules, intercoms, telephones and computers.
- Maintain distribution, logging, and collection of designated keys.
- Coordinate, monitor, and operate base radio system and fire alarm system.
- Answer a multi-line telephone and provide information on inmates and jail-related policies and procedures to law enforcement staff, court officials and the general public or transfer calls to the appropriate authority.
- Scan inmate mail and packages for contraband.
- Report existing and potential safety hazards and security threats, disturbances, and irregularities to the shift supervisor.
- Monitor and report inmate rule violations; Observe and respond to unauthorized movements and/or emergency situations; Correct unauthorized movements by voice commands if possible; Route officers and/or patrol cars to designated locations as necessary; Summons outside police, fire and medical assistance as necessary.
- Maintain a positive, helpful, constructive attitude and working relationship with Elected Officials, managers, supervisors, departmental employees, other County employees, representatives from other agencies, and the public.
- Receive and enter inmate court paperwork.

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- Enter money and monitor inmate's accounts.
- Accept bail money and process receipts.
- May be required to appear in court as a witness.
- Run criminal recorders on inmates.
- Process court paperwork

**OTHER FUNCTION:**

**Perform other duties as assigned**

*This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS:**

**Education and/or Experience**

- High School Diploma or GED
- A minimum of one year of office experience or equivalent combination of education and experience
- A criminal history and background check to include fingerprinting will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. There can be no conflicts of interest with the hiring agency.

**Skills**

Must have:

- Strong computer skills
- Typing speed of at least 30 wpm with 80% accuracy
- Excellent hand-eye coordination
- Problem solving skills and abilities.

**Abilities**

Must have the ability to:

- Multi-task with accuracy and efficiency, and prioritize work
- Communicate effectively, both verbally and in writing
- Understand and follow oral instructions and written procedures and guidelines
- Respond effectively in crisis or emergency situations
- Exercise good judgment under stressful circumstances
- Maintain emotional detachment
- Remain alert and responsive
- Identify suspicious acts utilizing computer monitors
- Read, understand and interpret work related laws, ordinances and established policies, procedures and practices of the Kittitas County Sheriff's Department and Correctional Facility
- Establish and maintain effective work relationships

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### **Certificates, Licenses, Registrations**

- Must possess a valid driver's license and be insurable
- Must possess and maintain current First Aid & CPR Certification (or have the ability to obtain)
- Qualify and obtain ACCESS Certification within 12 months of employment (employer provided)

### **PREFERRED QUALIFICATIONS:**

- Previous experience working within a Correctional Facility
- Previous experience with shift-work

### **WORKING CONDITIONS:**

Work is performed in a confined, controlled, and dimly lit environment. There is no direct contact with inmates; however, verbal contact is frequent and visual monitoring is constant. Persons in this position will be required to perform shift-work, rotating 12-hour days and nights as scheduled, including weekends and holidays. Occasional travel outside the county may be necessary for training or other purposes. Regular attendance and punctuality are required. Must have mobility to traverse stairs, work in a confined office setting, and use standard office equipment; strength to lift up to 25 pounds; vision (including peripheral) to read printed materials, computer screens, monitors, and be acutely aware of activity within the facility; and hearing and speech to communicate in person, as well as over the telephone, intercom, and radio. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if requested.

### **APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. The position will close when we have reached exam capacity. The following items are required: 1) Kittitas County Employment Application; and 2) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

All applicants who meet the minimum qualifications will be eligible for a written exam. **The fee for this test is \$10 and will be at the responsibility of the applicant.** Payment will be due prior to test date and is **nonrefundable**. Cash or Check will be accepted. Checks can be made payable to Kittitas County. Candidates who opt to pay by cash must bring the exact amount as we cannot make change. Applicants who meet the minimum qualifications will be invited to take the test by **email**.

Candidates who pass the written exam will be eligible for a typing test. **The fee for this test is \$20 and will be at the responsibility of the applicant.** Payment will be due at the time of the test. Candidates who have taken the typing test through Kittitas County within the past 12 months will have the option to either carry over their previous test score or pay to retake the test. The same payment methods apply.

**Applicants will be notified via email of the upcoming testing date and times.**

**SUPPLEMENTAL EXAM QUESTIONS:**

Answer the following questions and return with your application packet. The answers you supply will be used to evaluate your application materials.

- (1) Please answer Yes or No -- Can you type 30 WPM with 80% accuracy?
- (2) Please answer Yes or No -- Do you have at least one (1) year of office experience? If yes, please explain where you obtained this experience.
- (3) Do you understand that you will be required to pay the \$10 nonrefundable test fee prior to taking the written exam AND the \$20 typing test fee, due at the time of the typing test?