



## Employment Opportunity

### Kittitas County, Washington

**POSTED: 9/13/2022**

**CLOSES: 9/27/2022**

## CONTROL ROOM OPERATOR

The Kittitas County Civil Service Commission is currently forming a candidate roster for the position of Control Room Operator with the Kittitas County Sheriff's Office. The Control Room Operator ensures the safety of all jail employees, visitors, volunteers, and inmates by observing, controlling and logging all movements of internal and external facility traffic. This is a full-time, non-exempt, benefited, union (Local 760 Corrections Non-Uniformed) position. Anyone who meets the qualifications stated below may apply. This listing will close on 9/27/2022.

**SALARY RANGE:** \$3,806- \$4,628 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, control the use of doors and intercom systems.
- 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 master log and computer database system.
- 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 telephones 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, messages and packages for contraband and content.
- 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; 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, process, and enter inmate court paperwork.
- Enter money and monitor inmate's accounts.
- Accept bail money and process using CashTax.
- May be required to appear in court as a witness.

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(509) 962-7082 • FAX (509) 962-7083 • [civilservice@co.kittitas.wa.us](mailto:civilservice@co.kittitas.wa.us) • [www.co.kittitas.wa.us](http://www.co.kittitas.wa.us)

- Learn and assist with Body Scanner technology as needed

*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**

- High School Diploma or GED equivalent
- At least one (1) year of experience working in a fast-paced environment which required the ability to multi-task
- U.S. Citizen or Lawful Permanent Resident
- Valid Washington State Driver's License
- 21 years of age at time of hire
- Must pass the Civil Service examination
- A criminal history and background check to include fingerprinting will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, 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.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to multi-task with accuracy and efficiency, and prioritize work
- Strong computer skills
- Ability to type with sufficient speed and accuracy to successfully perform the essential functions of the position
- Excellent hand-eye coordination
- Problem solving skills and abilities
- Must possess and maintain current First Aid & CPR Certification (or have the ability to obtain within six (6) months of hire)
- Qualify and obtain ACCESS Certification within six (6) months of employment (employer provided)

### **PREFERRED QUALIFICATIONS**

- Previous experience working within a Correctional Facility
- Previous experience with shift-work
- A minimum of one (1) year of office experience or equivalent combination of education and experience

### **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 days and nights as scheduled, including weekends and holidays. 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 clearly in person, as well as over the telephone, intercom, and radio.

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Occasional travel outside the county may be necessary for training or other purposes; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Reliable attendance and punctuality are required.

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 following items are required:

1. Kittitas County Employment Application
2. Letter of Interest
3. Resume
4. Supplemental Exam Answers

All applicants who meet the minimum qualifications will be eligible for the written exam. **The fee for this exam is \$10.00.** Payment will be due prior to the test date and is non-refundable. Cash or check will be accepted. Checks should be made payable to "Kittitas County." Candidates who opt to pay cash must bring the exact amount. We cannot make change.

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

## **SUPPLEMENTAL EXAM QUESTIONS**

1. Do you understand that you will be required to pay the \$10.00 non-refundable test fee prior to taking the written exam?