



Kittitas County, Washington
Employment Opportunity

Posted: 5/23/2023

Closes: 6/6/2023

CONTROL ROOM CLERK

The Kittitas County Sheriff's Office is currently seeking qualified candidates for the position of Control Room Clerk. This is a full-time, non-exempt, benefits-eligible, union position. The Control Room Clerk ensures the safety of all jail employees, visitors, and inmates by observing, controlling, and logging movements within the facility. This position also provides clerical duties including data entry, purchasing, and records management. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position will close on 6/06/2023.

SALARY RANGE (2023)

\$3,996 - \$4,857 per month.

ESSENTIAL FUNCTIONS

Control Room Duties

- 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.
- Learn and assist with Body Scanner technology as needed.

Clerical Duties

- Receive, enter, review for processing and releasing public records requests in accordance with the state law, Kittitas County Code, and Sheriff's Office policy.
- Become proficient with the laws relevant to the Public Records Act and attend relevant industry trainings and conferences to maintain familiarity of laws.
- Produce various statistical reports as needed.
- Greet the general public and assist with their requests or concerns, answers phone and redirect calls.
- General document handling.
- Sort and distribute incoming/outgoing mail.
- Assist medical staff with medication supplies inventory and audits as needed.
- Assist in scheduling appointments and maintaining medical records.
- Comply with HIPAA confidentiality requirements.
- Medical bill processing and tracking for reporting purposes.
- Other clerical and receptionist duties as assigned by Supervisor.
- Inventorying and ordering of commissary items.
- Process accounts receivable and payable.
- Review and process inmate medical records.
- Process, interlocal agreements, MOU's, professional Service Agreements, resolutions and other contracts related to Jail business.

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 general office 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.



REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Ability to multi-task with accuracy and efficiency, and prioritize work.
- Strong computer skills including use of Microsoft Office Suite, and possess the ability to quickly learn new programs specific to the department and/or County.
- 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.
- Ability to maintain confidentiality and use good judgment.

REQUIRED CERTIFICATES/LICENSES/REGISTRATIONS

- First Aid & CPR certified or ability to obtain certification within six (6) months of hire (employer-provided).
- Qualify and obtain ACCESS Certification within six (6) months of hire (employer-provided).

PREFERRED QUALIFICATIONS

- Two (2) or more years of general office experience.
- Experience working with medical files in a medical office or agency.
- Prior experience working in positions that require attention to detail and confidentiality.
- Previous experience working within a Jail 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 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. All PPE must be worn when required for employee safety, and safety rules/regulations must be adhered to at all times.

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 including punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if requested.

BENEFITS

To learn more about the County's healthcare, retirement, and leave benefits, visit the Benefits page on the Kittitas County website: <https://www.co.kittitas.wa.us/hr/benefits.aspx>.



Application Process

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Letter of interest for this position
2. Resume

All applicants who meet the minimum qualifications will be eligible for the written exam. The fee for this exam is \$20.00. 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.