

POSITION: Control Board Operator

Posting # 4021-0918jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: CONTROL BOARD OPERATOR

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REQUIRED ATTACHMENTS TO APPLICATION:

- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step A-\$15.19 to Step G-\$17.45 per hour, \$1,215-\$1,396 Bi weekly

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: September 5, 2018

CLOSING DATE: September 19, 2018

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general direction of a Sergeant-Corrections, responsible for the security of the detention facility by constantly observing interior and exterior jail areas, controlling all electrical doors, and monitoring the activities of inmates and jail staff via CCTV, video recording equipment, intercom, and radio. Facilitates communication of inmates and staff.

DUTIES INCLUDE: Observes interior and exterior jail areas via CCTV and video recording equipment. Monitors the activities of inmates and jail staff via intercom and radio. Reports unusual or emergency situations to a Corrections Deputy. Facilitates the movement of inmates and staff within the jail, including initial admittance, by controlling all electric doors under specified guidelines.

Communicates with inmates via intercom by answering questions, passing on requests, and informing them of upcoming activities. Communicates with staff via intercom and radio for the performance of their duties.

Maintains records and reports related to the specific performance of duties. Operates a computer terminal, CCTV equipment, a radio base station, and electrical equipment for opening and closing various doors and gates in and around the facility. Monitors personal security device work by Corrections Deputies and initiates alarm if needed. Observes the behavior of suicidal inmates.

Counts inmates as they move throughout the jail. Watches inmates enter and exit the visiting areas and observes the visitors' side of the visiting room.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: security related functions.

Skill in: coordinating several activities at once, preparing work reports.

Ability to: maintain cooperative relationships with those contacted in the course of work activities, communicate verbally in a clear and concise manner, maintain concentrated visual attention to detail for an extended period of time, prioritize during stressful situations.

REQUIREMENTS FOR EMPLOYMENT: Equivalent to a high school diploma; and six (6) months work or military experience performing duties related to security, general law enforcement, or the monitoring of individuals (inmates, patients, etc.). A completed related Associate's Degree (or higher) may be substituted for the experience requirement. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: Applicant must possess a valid driver license and obtain a valid State of Utah driver license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.