

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

MUST BE AVAILABLE TO WORK ROTATING 12 HOUR SHIFTS

POSITION: CONTROL BOARD OPERATOR

Posting# 4021-0915jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 17, \$13.45 per hour, \$1,076 Bi-weekly plus benefits package
Step increase available after completing probation and annually thereafter.

OPENING DATE: August 13, 2015

CLOSING DATE: Sept. 3, 2015

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: 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. This is the classification level responsible for security system operations.

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.

EVALUATION AND SELECTION FACTORS INCLUDE: Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to communicate verbally in a clear and concise manner; Ability to maintain concentrated visual attention to detail for an extended period of time; Skill in coordinating several activities at once; Ability to prioritize during stressful situations; and Skill in preparing work reports.

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 may receive credit for part-time work experience on a prorated basis. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

