



# Control Board Operator

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 502  
Supervisory: No  
Reports to: Sergeant - Corrections

### 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.

### Essential Functions

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

1. Observes interior and exterior jail areas via CCTV and video recording equipment.
2. Monitors the activities of inmates and jail staff via intercom and radio.
3. Reports unusual or emergency situations to a Corrections Deputy.
4. Facilitates the movement of inmates and staff within the jail, including initial admittance, by controlling all electric doors under specified guidelines.
5. Communicates with inmates via intercom by answering questions, passing on requests, and informing them of upcoming activities.
6. Communicates with staff via intercom and radio for the performance of their duties.
7. Maintains records and reports related to the specific performance of duties.
8. 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.
9. Monitors personal security device work by Corrections Deputies and initiates alarm if needed.
10. Observes the behavior of suicidal inmates.
11. Counts inmates as they move throughout the jail.
12. Watches inmates enter and exit the visiting areas and observes the visitors' side of the visiting room.

### Knowledge, Skills, and Abilities

#### Knowledge of:

Security related functions.

#### Skill in:

Coordinating several activities at once.

Preparing work reports.

#### For Office Use Only

Class Code: 4021

Class Title: Control Board Operator

FLSA: Non-Exempt

Effective Date: 10/4/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

**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.

**Work Environment**

Work is performed in an office or other environmentally controlled room.  
Incumbents typically work a variety of 12 hour shifts on a rotational schedule.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 30 pounds.

**Position Type/ Expected Hours of Work**

Occasional evening and weekend work may be required as job duties demand.

**Travel**

This position requires up to 5 percent travel.

**Required Education and Experience**

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 Associates Degree (or higher) may be substituted for the experience requirement.

**Additional Eligibility Qualifications**

Selected applicants may be subject to a background check.  
Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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