

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **CONTROL ROOM OFFICER**

Spec No. 4011

### **BASIC FUNCTION**

To monitor and control the movement of jail personnel, inmates and visitors.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Monitors the movement of jail personnel, inmates and visitors within the jail utilizing T.V. monitors, radios and intercoms; monitors security systems such as module housing alarms, all door hinge pin alarms, window detectors, panic button alarms and smoke/fire detectors.
2. Controls the movement of jail personnel, inmates, and visitors; observes and responds to unauthorized movements and/or emergency situations; corrects unauthorized movements by voice commands if possible; routes officers and/or patrol cars to designated locations as necessary; summons outside police, fire and medical assistance as necessary.
3. Maintains radio communications with custody officers in housing modules and in transit with prisoners; operates the internal radio communications systems to contact floor officers or receive panic button alarms; answers phone calls and relates information to authorized persons.
4. Controls and issues keys and maintains jail key log.

### **STATEMENT OF OTHER JOB DUTIES**

5. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Prefer one (1) year of work experience in a psychiatric, detention or juvenile center; OR, college level course work in the area of corrections, law enforcement, police science, law and justice or social services.

### **SPECIAL REQUIREMENTS**

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination.

### **KNOWLEDGE AND ABILITIES**

Ability to:

- respond effectively in crisis or emergency situations;
- exercise good judgment under stressful circumstances;
- remain alert and responsive;
- identify suspicious acts utilizing T.V. monitors;

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### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- monitor and operate a variety of detection devices and equipment simultaneously;
- read, understand and interpret work related laws, ordinances and established policies, procedures and practices of the Snohomish County Jail;
- understand and follow oral instructions and written procedures and guidelines;
- establish and maintain effective work relationships with other criminal justice system staff, county employees and the general public.

### PHYSICAL REQUIREMENT

Physical hazards may be present from potentially hostile jail inmates. observes or monitor people's behavior to determine compliance with prescribed operating or safety standards.

### SUPERVISION

The employee reports to a Shift Commander. The work is performed according to established policies and procedures and is reviewed through observation and evaluation of ability to handle a variety of work procedures quickly and accurately. Unusual situations are referred to the supervisor.

### WORKING CONDITIONS

The work is performed within a maximum security detention facility. Employees are required to work various shift assignments and on weekends and holidays, as required.

Class Established: July 1985 as Control Room Operator

Retitled: September 1993 Spec No. 522552

EEO Category: 4

Pay Grade: 832