



# UMATILLA COUNTY POSITION DESCRIPTION



**Department:** *Sheriffs*  
**Position Title:** *Inmate Program Technician-  
Control Room*

**Employee Name:**

**Effective Date:**

**Job Series:** **Jail**  
**Union Covered:** **Yes**

**Salary Range:** **515**  
**BOLI Exempt:** **No**

## GENERAL DESCRIPTION OF POSITION

The Inmate Program Technician – Control Room position was established to staff the secure control room area of the jail. The Control Room Technician will be responsible for performing control room duties for the Umatilla County Criminal Justice Center under the supervision of the Corporals, Shift Sergeants, Jail Lieutenant and Jail Administrator.

## SUPERVISORY RELATIONSHIPS

Supervision Received:

Under the supervision of the Corrections Sergeants, will receive a performance evaluation on work quality and productivity on an annual basis by the Corrections Sergeant.

Supervision Executed:

Supervision is not a normal function of this position.

## PRINCIPAL DUTIES OF POSITION

Duties of the Control Room Technician include, but are not limited to the following duties:

1. Handle control room duties: (EE)
  - a. Operate and control security doors inside and outside the facility.
  - b. Monitor safety and security equipment including alarms and camera monitors.
  - c. Answer inmate intercom system.
  - d. Advise housing areas of court, visits, releases, and other pending inmate movement.
  - e. Supervise key, radio, and emergency equipment inventory and issuance.
  - f. Promptly advise Corrections Officers of emergency situations and call for assistance as outlined in the emergency policies.
  - g. Maintain confidentiality of documents, correspondence and communications within the correctional facility.
2. Monitor the activity of the floor officer and other corrections staff. Call for back-up when appropriate. (EE)

## **OTHER DUTIES OF POSITION**

The duties of the Control Room Technician can be changed as needed to serve the goals of the division. The statements contained herein reflect general details as necessary to describe the principle functions of this position. They should not be considered an all-inclusive listing of work requirements.

## **REQUIREMENTS FOR POSITION**

- Position work site is ADA exempt.
- An employee must be able to walk upstairs and use a 15' ladder.
- Must possess a high school diploma/or a GED.
- Must be at least 18 years of age.
- Must become LEADS certified.
- Must possess knowledge to operate a control panel and miscellaneous office equipment, including computers.
- Be a highly organized and self-motivate individual.
- Knowledge to operate and communicate on police radio.
- Good communications both orally and in writing.
- Must have the ability to work without supervision.
- Must be observant and have the ability to make response decisions under low, medium and high stress conditions.
- Must be multi-task oriented individual.
- Ability to pass criminal background check.
- Must possess a valid driver's license.

## **SPECIAL QUALIFICATIONS**

### **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 frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date