

CONTROL ROOM OPERATOR**NATURE OF WORK**

Under general direction, performs Security Control functions of the Adult Detention Center, while also recording accurate counts of the inmate population and accomplishing data entry of the computer records of the inmates.

TYPICAL DUTIES

Maintains control of the doors and all points of egress and ingress to the County Jail; maintains the Count Board after periodic counts of the number of inmates housed in the Jail; logs all activities within the control room on the computer utilizing the Spillman system; maintains control of all keys and issued equipment; keeps documentation of all visitors, vendors and outside personnel who enter the Adult Detention Facility; answers the Adult Detention Center phones and other public inquiries; operates law enforcement radio communications systems as necessary; types reports and other materials related to the custody of inmates; schedules all visitations and maintains documentation of same; keeps documentation of all housing assignments and changes, utilizing Spillman; performs other duties as may be assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of law enforcement techniques with regard to jail facilities; knowledge of inmate rights and the responsibilities involved in maintaining the custody of prisoners; knowledge of basic office procedures, including filing, recordkeeping, simple math and phone etiquette; knowledge of policies and procedures specific to the Adult Detention Facility; ability to type and operate computers and related software; ability to multi-task between phones and office duties; ability to work under pressure; ability to operate radio communication systems; ability to work a variety of shifts; ability to work in small spaces with other staff; ability to develop and maintain a good working relationship with other staff and the general public

MINIMUM QUALIFICATIONS

High school diploma or GED and the willingness to reside in Graham County upon appointment. The ideal candidate will have prior experience in security, detention, law enforcement, regulatory enforcement or any combination of education or training which demonstrates the ability to perform the duties of the position. Preference will also be given to applicants who are bilingual in English and Spanish.

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