COOS COUNTY JOB ANNOUNCEMENT

CONTROL/BOOKING TECHNICIAN

Salary: $3,740 - $4,863 monthly

The selected candidate must successfully pass a criminal background check, drug screening, and DMV driving record check. Must obtain and maintain CJIS certification.

Work Schedule: 12-hour shifts, 6:00 a.m. to 6:00 p.m. or 6:00 p.m. to 6:00 a.m.

DEPARTMENT: Sheriff's Office, full time position

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County **Application REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 250 N. Baxter
Coquille, OR 97423
By fax: (541) 396-1012
By email: humanresources@co.coos.or.us

CLOSING DATE: **Open Until Filled**

**** EOE ****

Posted: Courthouse CHW Building
Email All Coos County Employees

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

==========

COOS COUNTY SHERIFF'S OFFICE
JOB CLASSIFICATION

BOOKING/CONTROL ROOM TECHNICIAN – Coos County Jail

GENERAL STATEMENT OF DUTIES

Responsible for monitoring and controlling inmate, staff and visitor movement within the corrections facility. Operates security systems and provides administrative and technical support to corrections staff. Performs duties requiring a moderate degree of judgment and decision making in the application of standard departmental procedures; works in the Corrections Facility Central Control Room and Booking area; responsible for safe movement of staff, inmates and visitors throughout the facility; provides technical support to corrections staff.

SUPERVISION RECEIVED

Works under the supervision of shift sergeant or watch commander.

SUPERVISION EXERCISED

Supervision is not generally a responsibility of positions in this classification, although an incumbent is expected to assist in the training and orientation of new employees and volunteers, who perform a wide spectrum of duties.

EXAMPLES OF WORK

Persons working as Control / Booking Technician will perform any or all of the duties which include but are not limited to the following:

1 Types forms, report and correspondence and other documents required.

2. Files and indexes inmate records, card files alphabetically or numerically and conducts file and record searches.

3. Receives and processes routine inquiries from the public, county departments and other agencies.

4. Operates a variety of office equipment including computers and office machines, control room operation of cameras, monitors, elevators, electronic doors, telephones, communication recording and other equipment as required.

5. Monitors interior and exterior electronic visual devices for safety and security of facility.

6. Maintains and completes routine records pertinent to departmental operations.

7. Receive, screen, process and distribute incoming and outgoing inmate correspondence.

8. Prepares and distributes a variety of documents, paperwork and other items as required.

9. Screen, route and monitor visitors within the facility.

10. Monitor issuance and return of security keys maintained in facility Central Control Room.

11. Performs other task as needed or required.

KNOWLEDGE, SKILLS , ABILITY AND CONDITIONS

Knowledge of: Considerable knowledge of office practices, procedures and of business English, spelling and mathematical problems; command structures within an organization.

Skill and ability to: Operate complex control systems; make arithmetical computations; establish and maintain harmonious working relationships with other employees and the public.

Ability to: Ability to speak, write and effectively convey information; understand and follow complex oral and written directives; adjust to priority changes and remain calm during confrontational situations; use initiative and judgment in carrying out duties and responsibilities; establish and maintain records and reports; work in an office and isolated environment.

EXPERIENCE, TRAINING AND QUALIFICATIONS

Graduation from a senior high school or GED equivalent, typing and computer skills desired. Possess the physical ability to interact with others, valid Drivers License and 21 years of age. Must obtain and maintain LEDS certification.