NASSAU COUNTY SHERIFF’S OFFICE

CONTROL ROOM OPERATOR

Position Concept:

The Nassau County Jail / Detention Center – Control Room Operator (Civilian) requires a basic knowledge of all functions of the Jail / Detention Center. Duties include observing inmate behavior, operating control panels to control cell ingress / regress, monitoring and controlling incarcerated inmate’s and civilian visitor’s movements while at the Nassau County Jail / Detention Center, monitoring closed circuit monitors, maintaining and updating control room logs, and testing emergency systems. The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to civilians, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Control Room Operator may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

• Monitor / Control all movement within facility • Maintain Security

• Answer phones, radios and call stations • Log Movements of Deputies / Inmates

• Observe housing / confinement areas • Document every activity

• Monitor closed-circuit television • Prevent escape attempts

• Report unusual emergency situations • Assist with evacuation procedure

• Observe trusty distributing food trays • Observe contact and non-contact visits

• Observe inmates during medical visit • Observe housing / confinement areas

• Maintain Inmate Count • Post Log Daily: A/B and C/D Towers

• Verify inmate location • Maintain Control Room Logs

• Operate remote control panel • Maintain cleanliness of area / section

• Operate / Maintain equipment as specified • Attend Training sessions

• Test Emergency equipment / record condition • Attend Corrections briefings

*Note: The omission of a specific duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.*

**Status:** [X] Civilian [ ] Sworn [ ] Certified [ ] Exempt [X] Non- Exempt

**Certification not required.**

**Education, Professional Certification or License:**

• High School Diploma or GED

**Professional Experience:**

• Familiarity with detention system concept is **preferred**

• **Prefer** experience in corrections, security or social work fields

**Environmental Conditions:**

• Works under varying degrees of stressful conditions

• Works in an environment with many and sometimes competing distractions

• Subject to long, uninterrupted periods of sitting

• Works rotating 12 hour shift

• Works near potentially dangerous persons

• Works in confined areas with limited access to freedom

**Required Skills and Abilities**:

**Ability to:**

• Remain calm / Concentrate & function under stress • Reason logically • Comprehend

• Perform multiple tasks at once • Speak, Read, Write English • Follow instructions

• Recognize potential problems • Operate security doors • Monitor movement of visitors

• Monitor inmate activity • Assist in an Evacuation • Operate fire-fighting equipment

• Assist other Detention members • Maintain records / office logs • Use discretion

• Maintain confidentiality • Compile data, prepare reports • Operate office equipment

**Skills:**

• Interpersonal • Organizational • Basic mathematical • Basic English grammar

1. • Telephone • Computer • Keyboarding • Reading comprehension

**Physical Requirements:**

• Speak, read and write English understandably • Mental alertness

• Accurately read, write and articulate numbers • Ambulate independently

• Climb stairs • Sit for long periods

• Ability to ‘look up’ frequently • Stand for long periods

• Manual dexterity • Lift / drag / carry <50 lbs

• Walk / stoop / bend / squat / kneel / reach • Sense of smell

• See at normal range (or with accommodation) • Recognize colors

• Hear at normal level (or with accommodation)

***Reasonable accommodation(s) will be made for otherwise qualified individuals with a disability.***

**Hours of Work:**

12 Hour Shifts

Days, Nights, Weekends, Holidays, Overtime possible, On Call

Rotating Shifts:

work Mon - Tue, off Wed – Thu, work Fri – Sat – Sun

off Mon – Tue, work Wed – Thu, off Fri – Sat – Sun

**Rate of Pay:**

* Starting Annual Salary $32,919.89
* Hourly rate $15.8268
* Longevity Pay $250.00 per year of service with NCSO as of 09/30

(Yearly Budget Approval)

**Benefits:**

* Health
* Dental
* Vision
* Life
* Long Term Disability
* Paid Time Off
* Florida Retirement System (FRS)

*The Nassau County Sheriff’s Office*

*is an Equal Opportunity Employer and a Drug Free Workplace.*