



## **Control Room Operator**

Correctional Institute

**CI/15**

Grade 10/Non-Exempt

### **JOB SUMMARY**

This position is responsible for the operation of the control room at the Sumter County Correctional Institute.

### **MAJOR DUTIES**

- Monitors cameras to ensure the safety and security of inmates and staff.
- Opens interior and exterior doors according to strict policies and procedures.
- Monitors and responds to internal/external two-way radio system.
- Monitors fire and emergency alarm panels and relays information to emergency response staff.
- Relays information over intercom system.
- Monitors weather and other external conditions.
- Answers telephone; provides information and assistance; forwards to appropriate personnel.
- Maintains daily activity logs and records.
- Maintains and troubleshoots camera and door control systems; maintains and troubleshoots radios.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of records management principles.

- Skill in prioritizing and organizing work.
- Skill in the operation of two-way radios.
- Skill in the maintenance of files and records.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to operate the control room. Successful performance contributes to the safety of inmates and staff.

## CONTACTS

- Contacts are typically with co-workers, other department personnel, inmates, and members of the general public.
- Contacts are typically to give or exchange information and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is performed in an office control room.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

