



POSITION OPENING

POSTING DATE: September 15, 2016

DEPARTMENT: Sheriff's Office

POSITION TITLE: Part-Time Control Room Operator

HOURS: Part-Time

AFFILIATION: Union PB&PB-Control Room

WAGE: \$12.731/HR (Shift Differential \$0.30 2nd Shift, \$0.35 3rd Shift)

APPLICATION DEADLINE: Until Filled

Interested candidates should submit a resume and a Sheriff's Department Employment application to:

Kurt Ulrich, Jail Superintendent
101 S. Capitol Street
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under "How Do I..?; Apply for A Job."; "For Sheriff's Department Application and Available Positions." Please fill out application for the Sheriff Department and Security Check Form.

Tazewell County is an Equal Opportunity Employer

Tazewell County
Position Description
Control Room Operator

Position Title

Department: **Sheriff's Office**

Classification **__9__**

NATURE OF WORK

Appointed by the Sheriff and under the direct supervision of the Jail Operation Supervisors and Jail Superintendent this position performs tasks both, routine and semi-routine involving the operation of the Control Room in the Tazewell County Justice Center.

This is a 24 hour, 7 day a week position that requires working 1st, 2nd and 3rd shift, and/or weekends and holidays.

This is a position of trust and responsibility. This position is directly responsible for monitoring officer safety and security of the facility.

ESENTIAL DUTIES AND RESPNSIBILITIES

- This position is to have a thorough understanding of the security electronic system as to monitor security, movement of personnel and detainees, access in, out and within the Tazewell County Justice Center.
- This position is to be alert at all times and maintain video surveillance of the security monitors for any breach of security inside and outside of the Tazewell County Justice Center.
- To communicate with the Jail Clerks, Correctional Officers and Jail Operations Supervisors and convey any suspicious behavior that may occur.
- To monitor jail radio traffic and other appropriate radio traffic from outside agencies and communicate with dispatchers from TPCCC.
- To monitor security alarms for the Tazewell Building, McKenzie Building, Old Post Office and the Courthouse.
- This Position requires a thorough understanding of the electronic water control system of the Tazewell County Justice Center.
- This position requires a thorough understanding of all elements of the fire annunciation panel.
- This position requires a thorough understanding of the distribution of all keys to proper staff of the Tazewell County Justice Center.

PERIPHERAL DUTIES

- Receive continued training when required.

REQUIREMENTS OF WORK

EDUCATION AND EXPERIENCE:

- This position requires a High School Diploma or equivalent.
- This position will have to successfully complete an on the job training program established by the Tazewell County Sheriff's Office.

KNOWLEDGE, SKILLS AND ABILITIES:

- Have a thorough understanding of the policies and procedures of the Tazewell County Justice Center.
- Be able to maintain professional behavior under all circumstances both routine and emergency situations.

SPECIAL REQUIREMENTS:

- Maintain confidentiality in all aspects of the position.
- Be able to pass an extensive background investigation and pre-employment polygraph exam, and an oral interview by the Sheriff and Jail Superintendent.

TOOLS AND EQUIPMENT:

- Security electronic touch screen equipment that controls all doors of the Tazewell County Justice Center.
- 800 mhz radio.
- Telephones.

PHYSICAL REQUIREMENTS/DEMANDS:

- Work is performed exclusively in the Central Control Room of the Tazewell County Justice Center, Hand-eye coordination is necessary to operate the security electronic touch-screen monitors. While performing the duties of the job the employee is frequently required to, listen and observe and reach with hands and arms. This position will be required to sit for extended periods of time.

WORK ENVIRONMENT:

- The Control Room Operators work post will be limited to the Central Control Room in the Tazewell County Justice Center.
- The Control Room Operator must be able to work productively with frequent interruptions and maintain a high level of accuracy and competency, sometimes under emergency situations.