



## CONTROL ROOM OPERATOR OPEN POSITION

**Position open to both men and women 18 yrs. or older. This is a full-time position working 12 hour rotating shifts including weekends and holidays. *Full benefits package including paid vacation, holidays, medical, retirement, and more.***

Successful **Control Room** Operators are often promoted to Correctional Officers; applicants who are seeking a career in public safety are strongly encouraged to apply.

### POSITION PROFILE

Under general supervision of the Jail Commander, maintains surveillance and controls the movement of corrections personnel, visitors, and inmates throughout different parts of the facility, including opening and closing security passages to allow for movement. Operates the switchboard in the control room, and also monitors the goings-on in various parts of the facility through closed circuit TV, radios and audio monitors. In some instances, answers phone calls and reserves the responsibility to transfer the calls to the right location. Communicates to Central Dispatch or other first responders in an emergency situation. Maintains control, surveillance and accurate documentation and communication of activities during a crisis or facility evacuation incident until relieved from station.

### MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Monitors the movement of jail personnel, inmates, and visitors within the jail utilizing closed circuit television, radios, and intercom system.
- Controls the movement of jail personnel, inmates, and visitors within the jail by controlling all electric doors under specified guidelines.
- Reports unauthorized movements, emergency situations or unusual activities to designated personnel for response. Summons deputies, fire, and medical assistance as necessary.
- Maintains radio communications with deputies in housing modules. Communicates with inmates via intercom. Answers telephone calls and relates information to authorized persons.
- Operates computerized management information system to retrieve or enter information.
- Prepares and updates dormitory logs to reflect inmate movement.
- Controls/issues keys and maintains log of activity.
- Performs other related duties as required.

### Qualified candidates must also:

- demonstrate proof of citizenship of the United States;
- not have a disqualifying criminal history; and
- pass an extensive background investigation and drug test.

### APPLICATIONS

CONTACT PERSONNEL FOR FULL JOB DESCRIPTION: [myergensen@duchesne.utah.gov](mailto:myergensen@duchesne.utah.gov)

County website: <http://duchesne.utah.gov>

In person: Duchesne County Administrative Office Building  
734 N Center St, Monday through Friday 8:30 AM - 5:00 PM.

By Mail: ATTN: Personnel Officer: Duchesne County Administrative Office Building  
P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHEсне COUNTY IS AN EOE/ ADA EMPLOYER AND  
IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.**