



**JOB ANNOUNCEMENT
SHERIFF/JAIL
DEPARTMENT**

Posting #: 4212-08-20-10

**Opens: August 3rd, 2020
Closes: August 14th, 2020**

POSITION: Controller I

PURPOSE: As a non-sworn civilian member of the Sheriff Department performs a variety of entry level duties as needed to monitor the daily activity and functions of the county jail facility. Will work under the general supervision of the Corrections Commander or Lead Controller.

ESSENTIAL FUNCTIONS:

- Oversees the monitoring activities of inmates to insure compliance with established policies, procedures and regulations; monitors security and discipline.
- Monitors and controls access of inmates and visitors into and within the facility through use of video monitors, audio communications and operation of electronic doors.
- Processes inmates and visitors into and out of the facility; controls access to and from jail cells, rooms, and other areas in the jail facility by using remote control doors.
- Interacts with the public and logs all traffic into and out of the jail facility.
- Logs unusual occurrences and inmate warnings conducted by correction officers.
- Monitors movement within the jail facility by use of visual and audible equipment.

MINIMUM QUALIFICATIONS:

- Graduation from high school; AND
- Sufficient experience to demonstrate an ability or aptitude to perform above & related duties; OR
- An equivalent combination of education and experience.
- Must not have any significant criminal record as confirmed by NCIC check.

WORK SCHEDULE & COMPENSATION:

- Full Time with Benefits.
- Will work rotating shifts and be available on call.
- \$15.82 per hour

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER