

Moffat County Sheriff's Office Position Description

Master Control Operator

Department: Detentions/Jail
Reports To: Detentions Sergeant
FLSA Status: Non-exempt

Salary Grade:	GRADE	MIN	MID	MAX
	17	\$24,540	\$30,674	\$36,809

SUMMARY

Monitors foot traffic throughout the Moffat County Detention Facility and the Public Safety Center by using closed circuit television monitors, and controls movement.

ESSENTIAL DUTIES AND RESPOSIBILITIES

(Other duties may be assigned)

- Observes monitor screens that transmit in sequence views of facility sites;
- Pushes and operates buttons to control movement;
- Answers telephones and transfers calls to appropriate departments and individuals;
- Adjusts monitor controls when required to improve reception and notifies repair services of equipment malfunctions;
- Personally observes/monitors inmate and Detention Officer movement and activity;
- Possesses ability to make good rational decisions;

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities;

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactory;

- Moffat County Sheriff's Office Physical Agility Test;
- Oral Board Interview;
- Successfully pass a background investigation Oral Interview;
- Psychological Examination;
- Have no felony or domestic violence convictions;
- Must complete field training probationary period;

EDUCATION AND/OR EXPERIENCE

- Must have High School diploma or GED equivalent;
- Preferred Detention Officer Certification, but **NOT** required;

MENTAL/MOTOR DEMANDS

- Ability to read/write and comprehend simple instructions, short correspondences and memos;
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization;
- Abilities in addition, subtraction, multiplication and division in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percentage and to draw and interpret bar graphs;
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions and to deal with problems involving a few concrete variables and standardized situations;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of the job, the employee is regularly to talk or hear. The employee frequently is required to sit, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to stand, walk, climb and balance. The employee must regularly lift and or move 25 pounds and occasionally lift and or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance, color, peripheral, depth and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- While performing the duties of the job the employee is frequently exposed to moving mechanical parts and outside weather equipment. The employee is occasionally exposed to high precarious places and the noise level in the work environment is usually moderate.