

SNOHOMISH COUNTY JOB DESCRIPTION

CONTROL ROOM OFFICER

Spec No. 4011

BASIC FUNCTION

To monitor and control the movement of jail personnel, inmates and visitors.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Monitors the movement of jail personnel, inmates and visitors within the jail utilizing T.V. monitors, radios and intercoms; monitors security systems such as module housing alarms, all door hinge pin alarms, window detectors, panic button alarms and smoke/fire detectors.
2. Controls the movement of jail personnel, inmates, and visitors; observes and responds to unauthorized movements and/or emergency situations; corrects unauthorized movements by voice commands if possible; routes officers and/or patrol cars to designated locations as necessary; summons outside police, fire and medical assistance as necessary.
3. Maintains radio communications with custody officers in housing modules and in transit with prisoners; operates the internal radio communications systems to contact floor officers or receive panic button alarms; answers phone calls and relates information to authorized persons.
4. Controls and issues keys and maintains jail key log.

STATEMENT OF OTHER JOB DUTIES

5. Performs related duties as required.

MINIMUM QUALIFICATIONS

Prefer one (1) year of work experience in a psychiatric, detention or juvenile center; OR, college level course work in the area of corrections, law enforcement, police science, law and justice or social services. Must pass job related tests. Must be a United States citizen or lawful permanent resident.

SPECIAL REQUIREMENTS

Candidates must successfully pass a criminal history background investigation, a polygraph examination, a psychological evaluation, and pre-employment drug screening. Candidates must be at least 21 years old at the time of application. No maximum age.

KNOWLEDGE AND ABILITIES

Ability to:

- respond effectively in crisis or emergency situations

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KNOWLEDGE AND ABILITIES (Continued)

- exercise good judgment under stressful circumstances
- remain alert and responsive
- identify suspicious acts utilizing T.V. monitors
- monitor and operate a variety of detection devices and equipment simultaneously
- read, understand and interpret work related laws, ordinances and established policies, procedures and practices of the Snohomish County Jail
- understand and follow oral instructions and written procedures and guidelines
- establish and maintain effective work relationships with other criminal justice system staff, county employees and the general public

PHYSICAL REQUIREMENT

Physical hazards may be present from potentially hostile jail inmates. Observes or monitor people's behavior to determine compliance with prescribed operating or safety standards.

SUPERVISION

The employee reports to a Shift Commander. The work is performed according to established policies and procedures and is reviewed through observation and evaluation of ability to handle a variety of work procedures quickly and accurately. Unusual situations are referred to the supervisor.

WORKING CONDITIONS

The work is performed within a maximum security detention facility. Employees are required to work various shift assignments and on weekends and holidays, as required. Employees shall be subjected to working mandatory overtime.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1985 as Control Room Operator

Previous Spec No. 522552

Retitled: September 1993

Revised: June 2018

Amended February 2011

EEO Category: 4 – Protective Service Workers

Pay Grade: 832 – Corrections Support Pay Plan

Workers Comp: 5306 Non-Hazardous

Approved by the Snohomish County Civil Service Commission April 16, 2011

Approved by the Snohomish County Civil Service Commission June 6, 2018