**\*\*\*\*UNION POSITION\*\*\*\***

**Control Center Operator**

**Sheriff**

**Starting Salary: D-09 (A-B): $14.20 - $14.62/hr.**

**Fulltime- shift varies**

**Posted: June 01, 2023**

**POSTING: #012-23**

**Summary:**

This position works in a 24-hour lockdown facility. Assignments are made any day of the week and on any shift. This position coordinates, monitors, and allows movement within the jail to maintain security, prevent escapes by inmates and protect the safety of all individuals. This position serves as the point of contact for incoming phone calls to the jail.

**Responsibilities:**

* Visually monitors all activity within and around the jail, primarily by the camera.
* Ensures unauthorized visitors are not allowed into the jail and that weapons are placed into lockers outside the jail.
* Maintains the safety and security of all persons in the jail and cooperatively prevents escapes by inmates.
* Operates the intercom and other communication systems to instruct inmates and other individuals.
* Answers phones and directs callers to the appropriate resource.
* Operate computerized monitoring and locking equipment, i.e., gate controls from the work console.
* Maintains logs, i.e., razors, mail, and visitors.

**Qualifications:**

**Education**: High school diploma, two years of college, or military service preferred.

**Experience:** Good communication skills, both written and verbal. Strong cognitive skills: comprehension and retention ability. Knowledge of word processing, keyboarding, and data entry/retrieval is essential. Must be able to multi-task in a fast-paced, sometimes stressful environment.

Must pass a physical, drug test, and a thorough background investigation.

**An individual with any of the following is ineligible for consideration for employment:** A felony conviction, a pending felony or misdemeanor charge, a domestic violence conviction, or an outstanding warrant.

**Benefits:**

* Dental Insurance
* Employee Assistance Program
* Flexible Spending Account
* Health Insurance
* Life Insurance
* Paid Time Off
* Retirement Plan
* Tuition Reimbursement
* Vision Insurance
* Holiday Pay

To view the current collective bargaining agreement, go to [www.kalcounty.com/hrd](http://www.kalcounty.com/hrd) and click on Union Contracts (left side).

To apply: all candidates must submit a Kalamazoo County Application for Employment accompanied by a resume. Application materials may be submitted online at <https://www.kalcounty.com/hrd/openings.php>

In addition to the online application: **All applicants must complete a KCSO Application Packet, available upon request or at the Sheriff’s Office Front Desk, Monday thru Friday, 7:00 a.m. to 4:30 p.m.**

**Deadline to Apply:** Until Filled