



WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362
Phone: (509) 524-2600 □ Fax: (509) 524-2603



EMPLOYMENT OPPORTUNITY

Corrections Department

Position: Part Time Control Room Officer
Salary Range: \$20.60 per hour to \$27.60 per hour, Starting Salary: DOQ, DOE
Location: Corrections Department
Employment Type: Part-time, Variable Hours, On Call

Open Until Filled

Part Time Benefits Include:

- Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

Brief Duties and Responsibilities: Provides support to corrections officers and administrative staff while maintaining the security of the Walla Walla County Corrections Department. Work involves monitoring and operating the jail security system in the Control Room.

Working Environment/Physical Abilities: Duties are performed in the Walla Walla County Corrections Control Room. Most duties can be performed while seated. Requires ability to lift thirty (30) pounds and may require travel. Requires manual dexterity and visual acuity to operate a computer.

Minimum Qualifications: Experience, Education And Training: Graduation from high school or have obtained a GED. Applicant must have any equivalent combination of training, education and experience which would provide the individual with the required knowledge, skills and abilities to perform the job as outlined.

Licenses And Other Requirements: Be a citizen of the United States. Be at least eighteen (18) years of age. Conviction of a felony is a disqualifier. Satisfactorily pass background investigation.

Application: Walla Walla County application, resume and cover letter. Job description is available on our website at www.co.walla-walla.wa.us where you can apply online.

SELECTION IS BASED ON QUALIFICATIONS, ORAL INTERVIEW, BACKGROUND CHECK AND DRIVING RECORD CHECK.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



GENERAL INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER: All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYMENT

ELIGIBILITY LISTS: Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

Mailing Address:
Human Resources/Risk Manager
P. O. Box 1506
Walla Walla, WA 99362

Human Resources/Risk Manager
314 W Main Street, 2nd Floor
Walla Walla, WA 99362
Phone: (509) 524-2600
Fax: (509) 524-2603
Web site: www.co.walla-walla.wa.us

**Walla Walla County
Position Description**

JOB TITLE: PT Control Room Officer

DEPARTMENT: Walla Walla County Corrections Department

REPORTS TO: Deputy Operations Commander

PAY GRADE: 2; Part Time, Variable hours, On Call

JOB SUMMARY: Provides support to corrections officers and administrative staff while maintaining the security of the Walla Walla County Corrections Department. Work involves monitoring and operating the jail security system in the Control Room.

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL FUNCTIONS:

- Controls public access to the Corrections Department.
- Ensure all equipment within the Control Room is in good working order and requests repairs or replacements as necessary.
- Monitors and controls the movement of jail personnel, inmates and visitors within the jail utilizing T.V. monitors, radios and intercoms; monitors security systems such as housing alarms, door hinge alarms, fire alarms and panic button alarms.
- Reviews and records inmate activities using video surveillance system.
- Observes and responds to unauthorized movements and emergency situations.
- Maintains radio communications with officers throughout the jail.
- Schedules, processes and documents inmate and jail visitors.
- Answers incoming phone calls from the public.
- Maintains required logs and reporting requirements.
- Receives information regarding persons on transport and logs the information in the Control Room log.
- Updates New World booking software with court updates and writes incident reports when necessary.
- Assists with processing of warrants.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from high school or have obtained a GED. Applicant must have any equivalent combination of training, education and experience which would provide the individual with the required knowledge, skills and abilities to perform the job as outlined.

LICENSES AND OTHER REQUIREMENTS:

- Be a citizen of the United States.
- Be at least eighteen (18) years of age.
- Conviction of a felony is a disqualifier.
- Satisfactorily pass oral board, background investigation, driving record check, polygraph and psychological examinations.

WORKING CONDITIONS: Duties are performed in the Walla Walla County Corrections Control Room. Most duties can be performed while seated. Requires ability to lift thirty (30) pounds and may require travel. Requires manual dexterity and visual acuity to operate a computer.

JOB HAZARDS/RISK FACTORS: Employees risk physical hazard from violent, aggressive and hostile inmates; a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**