

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

Must be available to work Monday thru Friday from 6 a.m. to 2 p.m.

POSITION: CONTROL BOARD OPERATOR

Posting# 4021-0913kv

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma to receive college credit - internet printouts and photocopies are acceptable.

STARTING HOURLY RATE: Step 17; 13.45 per hour (plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: September 13, 2013

CLOSING DATE: September 27, 2013

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://utahcounty.gov/jobs>

JOB SUMMARY: Responsible for the security of the detention facility by constantly observing interior and exterior jail areas, controlling all electrical doors, and monitoring the activities of inmates and jail staff via CCTV, video recording equipment, intercom, and radio. Facilitates communication of inmates and staff.

DUTIES INCLUDE: Observes interior and exterior jail areas via CCTV and video recording equipment. Facilitates the movement of inmates and staff within the jail, including initial admittance, by controlling all electric doors under specified guidelines.

Communicates with staff via intercom and radio for the performance of their duties. Operates a computer terminal, CCTV equipment, a radio base station, and electrical equipment for opening and closing various doors and gates in and around the facility. Monitors personal security device work by Corrections Deputies and initiates alarm if needed.

EVALUATION AND SELECTION FACTORS: Ability to maintain cooperative relationships with those contacted in the course of work activities. Ability to communicate verbally in a clear and concise manner. Ability to maintain concentrated visual attention to detail for an extended period of time. Ability to prioritize during stressful situations; and skill in preparing work reports.

REQUIREMENTS FOR EMPLOYMENT: Equivalent to a high school diploma; and six (6) months work or military experience performing duties related to security, general law enforcement, or the monitoring of individuals (inmates, patients, etc.). A completed related Associate's Degree (or higher) may be substituted for the experience requirement. Applicants may receive credit for part-time work experience on a prorated basis. Preference may be given to applicants with a related Bachelor's Degree or previous experience as a Control Board Operator. Selected applicants are subject to, and must pass, a full background test, including a psychological profile. **Applicants receiving a conditional offer will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

