

CONTROL ROOM TECHNICIAN

Salary \$19.51 p/hr + Benefits
12 hour shifts

This is a civilian position and does not have jailer duties. If you wish to apply for this position, **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

Applicants must be 18 years of age, speak, read and write English, be a Citizen of the United States or a lawful permanent resident, possess a valid driver's license and pass a written Civil Service test.

Applicants are **required to attach to the application (1)** a copy of high school diploma or GED and **(2)** a copy of valid driver's license.

WRITTEN TEST: The exam will take approximately two hours. A passing score of 70% is required.

Successful applicants may be asked to take a polygraph and psychological examination.

APPLICATIONS

CAN BE MAILED TO:

Sharlene Tiller, Chief Examiner
Asotin County Civil Service
P.O. Box 643
Asotin, WA 99402

OR HAND DELIVERED TO:

135 2nd Street Suite 210
Asotin, WA. 99402

Contact email **civilservice@asotincountywa.gov**

**ALL APPLICANTS ARE ELIGIBLE TO TEST IF THE APPLICATION
WITH ALL REQUIREMENTS ARE SUBMITTED BEFORE THE CLOSING
DATE AND TIME.**

CONTACT CHIEF EXAMINER FOR TESTING DATE AND TIME.

**ASOTIN COUNTY
JOB DESCRIPTION**

TITLE: Control Room Technician

DEPARTMENT: Jail, Sheriff's Office

REPORTS TO: Jail Commander, Shift Sergeant

JOB SUMMARY: Civilian personnel assigned to the Corrections Division by the Sheriff. The Corrections Technician will participate in the daily operations of the Control Center and booking room and other assigned duties, but does not perform corrections officer duties.

Essential Functions

- Operate and control security doors inside and outside the facilities.
- Monitor safety and security equipment including two-way radios, alarms and camera monitors.
- Answer inmate intercom system.
- Advise housing areas of court, visits, releases, and other pending inmate movement.
- Supervise key, radio, and emergency equipment, inventory and issuance.
- Announce and record in the Jail Management System (JMS) operational activities.
- Promptly advise corrections deputies of emergencies and call for assistance as outlined in the emergency policies.
- Monitor the activity of the deputies and other corrections staff. Call for back-up when appropriate.
- Operate a variety of equipment including but not limited to County vehicles, typewriters, adding machines, dictation equipment, computers and associated equipment, telephones, ACCESS terminals, Portable radios, Intercoms, closed circuit television systems and finger printing equipment.
Ability to access and enter information into industry specific software such as Spillman
- Performs other duties as assigned
- Retrieving information to assist in completing the booking process (i.e., warrant abstracts and confirmations, protection orders
- Update and maintain logs, criminal files, booking records, computer systems, and other records.

Required Knowledge

- Asotin County policy and Asotin County Sheriff's Office policies and procedures
- Washington State laws and administrative codes
- Court policy and procedures
- Law enforcement information systems
- Deal courteously with the general public
- Understand and execute oral and written instructions.
- Support the mission and vision statements of the Asotin County Sheriff's Office.
- Multi-task under stressful conditions

Supervision Exercised and Received

Work is performed under the supervision of the Jail Commander or designee.

Experience, Education and Training

Experience as an office manager to include dissemination of public records, data entry and knowledge of court/ legal system.

Experience using Microsoft office programs such as word, excel and outlook.

Mandatory Qualifications

Applicants must possess a valid driver's license, 18 years of age or older, be a graduate from an accredited high school (or equivalency); must read, write, and speak the English language fluently; be ACCESS certified to Level 2 or able to obtain; and meet all requirements as approved by the Asotin County Civil Service Commission and Asotin County Sheriff, to include age and citizenship requirements specified by the job announcement. Must be able to pass a background check including polygraph, and psychological examination.



Asotin County Civil Service

PO Box 643
Asotin, WA 99402
208-790-3220
civilservice@co.asotin.wa.us

Complete all information. Incomplete applications may delay or disqualify you.

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
City State ZIP Code

Home /Cell: () () E-mail Address: _____

Date Available: _____ How did you hear of opening? _____

Position Applied for: _____

Are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for the County? YES ☐ NO ☐ If yes, department & dates _____

I have read the job description and can perform the essential functions without an accommodation. YES ☐ NO ☐ If no, explain: _____

I have read the job description and can perform the essential functions with the following accommodation.
(this information is necessary so that if hired, we can have an accommodation in place when you begin working. Please let us know if you need an accommodation to apply for employment)

Accommodations: _____

Do you have any relatives working for Asotin County? YES ☐ NO ☐ If yes, what department? _____

Education

High School Name: _____ City & State: _____

Did you graduate? YES ☐ NO ☐

College Name: _____ City & State: _____

Did you graduate? YES ☐ NO ☐ Highest degree earned or number of years attended _____

Post Graduate? _____ City & State: _____

Highest degree earned or number of years attended _____

Add any training you have completed that you believe is important to the above position:

If you have a professional license, please enter type of license, and name of agency that issued the license(s).

References

Please list three professional references.

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Most Recent Employment

Company: Phone: ()

Address: Supervisor:

Job Title:

Responsibilities:

From: To: Reason for Leaving:

May we contact your most recent supervisor for a reference?

YES
☐

NO
☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

In order to receive veteran's preference submit a copy of your DD-214. _____

Disclaimer and Signature

Thank you for your interest in working for Asotin County. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability, ethnicity/race, national origin, religion, gender, veteran status or any other basis protected by law. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on any basis prohibited by local, state or federal law. Asotin County is committed to providing access and reasonable accommodation in its services, programs, activities and employment for individuals with disabilities. To request disability accommodation in the application process, contact Asotin County 509-243-2060 (phone) (TTY WA Relay 711)

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Printed Name _____

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Applicant Authorization for Release of Information

As an applicant for a position with Asotin County, I hereby authorize any employers or supervisors, educational institutions, personal and professional references and/or other persons to release any and all requested information about my work and education history for use in determining my qualifications for this position. I understand, agree, and authorize that a copy or facsimile of this form to be as valid as the original.

I understand my right to request access to any public records relating to me pursuant to Title 5 of the United States Code, Section 552 et seq., the Privacy Act of 1974, the Freedom of Information Act, and RCW 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by Asotin County and/or its agencies or departments in conjunction with employment procedures. I will make no attempt to gain access to the information provided by you to Asotin County and/or its agencies or departments in conjunction with this employment process and hereby expressly waive any rights I may have to request the disclosure or information provided by you to Asotin County and/or its agencies or departments in conjunction with employment procedures.

Any employer who provides such information is indemnified and released from liability arising from such disclosures.

Printed
Name:

Signature

Date:

Position applied for:



CRIMINAL HISTORY BACKGROUND CHECK

I _____ hereby authorize and release Asotin County to conduct a criminal history background check. The sole purpose of this background is in relation to the position so applied for with Asotin County.

Social Security Number

Full legal name (please print)

Signature of Applicant

Date