

GREENLEE COUNTY

CLASS CODE:

CONTROL ROOM OPERATOR

NATURE OF WORK

Under supervision of the Detention Sergeant will monitor cameras and answer telephones in the County Jail in accordance with established policies, regulations and procedures. Performs related duties as required.

TYPICAL DUTIES

Monitor cameras; answer telephone; monitor and control facility doors; inventory key sets and equipment; keep accurate logs; monitor alarms; control fire panel; monitor and log perimeter checks.

QUALIFICATIONS

Education, Training and Experience: Any combination of education, training and experience equivalent to graduation from high school and two years general clerical experience.

Desirable Knowledge, Abilities and Skills: Good knowledge of standard office practices and procedures; accurate English grammar and spelling; clerical processes including Business English and Math; alphabetical and numerical filing and file maintenance. Ability to communicate well orally and in writing; establish and maintain effective working relationships with co-workers and the general public; cross train in other positions as necessary. Skill in word processing and data processing.

SPECIAL QUALIFICATIONS

Valid Arizona driver's license.

08/07