



**Greenlee County Sheriff's Office
Control Room Operator**

GRADE: 3

Rate of pay: \$15.60 Beginning

Job Summary:

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

Nature of work:

- Monitor cameras
- Answer telephones
- Monitor/control facility doors and movement
- Monitor Alarms
- Operate and monitor radio equipment
- Monitor inmate visitation
- Enter information in jail management systems
- Write and maintain daily logs
- Communicate and act in a professional manner with the public, co-workers, and work contacts.
- Maintain confidentiality of work-related issues, records, and restricted county information.
- Other duties as assigned

Qualifications:

Any combination of education, training, and experience equivalent to graduation from high school.

Special Qualifications:

- Valid driver's license
- High school diploma or GED

Full-time position benefits:

- Medical, vision, dental insurance
- Retirement plan
- Paid overtime
- Deferred compensation
- Paid training

Please fill out an employee application packet and submit it to the Greenlee County Board of Supervisors Office at P.O. Box 908 Clifton, AZ 85533. You may also submit the application in person to the Greenlee County Board of Supervisor's Office at 253 5th St Clifton, AZ 85533