

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Detention Control Center Operator
Department: Juvenile Probation
Reports To: Detention Superintendent
Salary: \$13.6153/hour
Application Deadline: Open Until Filled

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Maintains observation of audio-visual monitors, coordinates entry and exit to Detention by use of electric strike door lock controls; answers and promptly channels all incoming phone calls and visitors; performs specific outlined tasks in regards to record keeping and maintenance of supplies as instructed by Detention Superintendent and other Supervisors; monitors and controls juveniles, allows or denies Law Enforcement entry and exit from the building, completes data entry, processes identification information, makes identification bracelets for juveniles, types reports, correspondence, etc.; makes all necessary photo copies; assist with data entry work on computer. Ability to respond to emergencies involving juveniles. Supervises activities of juveniles in holding rooms and other detention area. Regular and predictable attendance is an essential function of this position.

Other Job Functions: Performs other job related duties, as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED: Security systems (including locks, fire alarm/sprinkler, camera surveillance). Personal computer/mainframe computer terminal; other general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: High School diploma or GED; Bachelors Degree, Business College or significant number of hours preferred, 6 months to 1 year experience business or related field; operate security sensitive equipment, must be able to utilize word processor with high level of proficiency, and operate computer programs specific to facility.

Knowledge, Skills & Abilities: Ability to be trained in total security and control of locked juvenile institution. Ability to be trained and skillfully operate a bank of audio/visual monitors and recording equipment. Ability to greet the public in a business like but warm and pleasant manner. Knowledge of Jefferson County Minnie Rogers Juvenile Detention Center policies and procedures and administrative manual or ability to obtain same. Knowledge of general office procedures; basic word processing/personal computer software; proper telephone etiquette; and assigned department related codes. Skill in understanding and following oral and written instructions and procedures; communicating verbally and in writing; operating standard office equipment; multi-line telephone system; and skill in operating audio-visual monitors/recorders, using electric door locks, and responding to fire equipment.

Specialized Requirements: **Must be 21 years of age or older;** must be able to obtain CPR Certification within 6 months of employment.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires organizing; accuracy; prioritizing; attention to detail; working as part of a group; flexibility in order to perform a variety of duties; meeting frequent deadlines, performing routine, repetitive duties; working in a stressful environment; dealing with juvenile criminal offenders, including emergency detention situations.

WORKING CONDITIONS: Office duties are performed in a climate controlled environment; **must be available to work 2:30 p.m. - 10:00 p.m., including weekends and holidays;** overtime when necessary.

PHYSICAL REQUIREMENTS: Duties require frequent walking, reaching, lifting, carrying, climbing, housekeeping duties, etc.; job duties also include restraining out-of-control youth, dealing with emergency situations (medical emergencies, riot, fire, etc.), assisting with security, maintenance, etc., as required; appropriate precautions must be observed.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building**

1225 Pearl St., Suite 201, Beaumont, TX 77701

(409) 839-2391

Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

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