



MINNEHAHA COUNTY
invites applications for the position of:
Control Room Operator

All applications must be submitted by 5:00 p.m. on July 26, 2019.

SALARY: \$15.50 - \$16.71/Hour **OPENING DATE:** 7/8/19 **CLOSING DATE:** 7/26/19 at 5:00 PM

GENERAL INFORMATION:

The [Minnehaha County Sheriff's Office](#) invites applications for the position of [Control Room Operator](#). The Control Room Operators serve as an integral part of the correctional team working together with Correctional Officers in all areas of the jail including the control room, front desk, inmate booking, and the housing units. No prior experience is required to be a Control Room Operator; all training is provided. This position can be an excellent kick start to a career in corrections and law enforcement!

The Minnehaha County Jail offers a rewarding career in corrections including:

- Full-time pay/benefits by working only **15 days a month**
- **Fri/Sat/Sun off every other week**
- 12-hour shifts including nights, weekends, and holidays
- Comprehensive, paid classroom and on-the-job training
- Overtime opportunities
- Health, dental, vision, and life insurance; generous PTO and extended sick leave programs; SDRS retirement plan; a flexible compensation plan; and a deferred compensation plan

Position is classified as a Correctional Systems Operator.

EXAMPLES OF DUTIES INCLUDE:

Operate electronic surveillance equipment to maintain security and control of inmate and staff movement and interaction throughout the Jail. Positively identify all persons entering and leaving public areas and housing units and tracks intended destination. Monitor and direct response for all security, life safety, and communications systems including telephone and radios. Assist the public over the phone and in person with questions and concerns. Confirm and serve warrants. Conduct National Crime Information Center (NCIC) checks on visitors. Schedule clergy and attorney visits. Perform searches on incoming persons or property including metal detector searches. Process money and property received on inmate's behalf, including bond and commissary funds. Set up and log video visitations. Enter data into daily jail blotter. Prepare and complete reports. Function as Key Control Officer maintaining security of and accounting for all keys, radios, passes, and equipment in assigned area. Ensure equipment and supplies are maintained and functional. Ensure inmate compliance with facility and housing unit rules. Provide daily meal count. Monitor all housing, program, and staging areas. Monitor and document inmate behaviors to facilitate on-going inmate classification. Supervise recreation and exercise area use. Assist with supervising inmate razor time and inmate cleaning. Log and search inmate mail. Conduct and maintain weekly inventory of all supplies used by the Jail staff and inmates.

MINIMUM QUALIFICATIONS:

High school diploma or GED plus one year of work experience, including accurate and rapid operation of PC based computer system. Must successfully complete pre-employment background process. Ability to multitask and perform detail oriented responsibilities. Must maintain ability to be a credible witness in court. Ability to learn and apply the policies and procedures of law enforcement operations. Ability to communicate effectively orally and in writing and to establish effective working relationships with co-workers, other agencies, and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Associate's degree or bachelor's degree in criminal justice. Experience working in corrections. Knowledge of legal terminology.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>
OUR OFFICE IS LOCATED AT: 415 N Dakota Avenue, Sioux Falls, SD 57104
605-367-4337 jobs@minnehahacounty.org

Job #19-56
CONTROL ROOM OPERATOR
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Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.
