



TWIN FALLS COUNTY
invites applications for the position of:

Jail Technician

SALARY: \$14.32 Hourly

OPENING DATE: 01/10/19

CLOSING DATE: 01/25/19 10:00 PM

POSITION INFORMATION:

Apply online at www.twinfallscounty.org

JOB DESCRIPTION:

CLASSIFICATION SUMMARY

The detention technician is responsible for staff safety, security of the facility and the well-being of the inmates. The primary responsibility of the detention technician is to operate the jail's security system, which includes monitoring and controlling all touch screen functions to provide for the safety and security of the facility. This post also visually monitors movement within the facility, acts as a communications center, randomly monitors active inmate telephones, and operates the closed circuit TV (CCTV) and digital video recording system.

DUTIES / RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

- Identify personnel, visually or through verbal challenge, before opening any door.
- Monitor jail radio traffic, and act as the jail's control and dispatch center.
- Monitor cameras and open doors in conformance with security procedures for staff and inmate movement.
- Ensure that only shift personnel are allowed direct access to the secure portions of the facility.
- Monitor and control facility lighting, fire alarm systems, CCTV, and all systems fed into Central Control.
- Maintain a working knowledge of all emergency contingency plans – fire evacuations, medical emergencies, disturbances, hostage situations, major disasters and escapes.
- Control access to the Jail Armory. Log who enters the Armory in the computerized logging system.
- Ensures they are operating within the rules and regulations outlined by the policy and procedures manual.
- Records in writing, any reportable occurrence in the jail during the tour of duty as directed by policy.
- Operates mechanical doors on cells.
- Documents security checks as required.
- Visually observe inmate movement in hallways.
- Assure that only properly authorized officers are allowed in Control.
- Ensure that inmates are sent to see their attorney in a timely manner. Explain any delay to the attorney. Log times on the appropriate form.
- Does not leave post without proper relief
- Booking Procedures
- Inmate Records Procedures
- Performs other related duties as required and directed by superior authority.

QUALIFICATIONS:

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

- Performs duties under physical duress and (emotional/mental) stress.
- Position involves standing, reaching, pulling, grasping, talking, hearing, and manual dexterity to operate office machines, levers, and buttons, and to count, collect and inventory small items.
- Basic computer knowledge.
- Public relations skills.
- Written and verbal communications skills.
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering other employees.
- Character Traits: Diligence, Dependability, Initiative, and Responsibility.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High school diploma or GED;
- Valid Idaho Driver's License;
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, bend, use hands to keyboard or type, reach with hands and arms, operate specialized detention equipment, operate a motor vehicle, and occasionally lift up to 100 lbs. The employee may occasionally be required to physically restrain an inmate. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to comprehend written work instructions, prepare and maintain written records, and observe security cameras. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, and communicate effectively in person, by telephone, and by radio. While performing the duties of this classification, the employee works in a detention and outdoor environment, including in inclement weather.

If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.twinfallscounty.org>

Position #201900003
 JAIL TECHNICIAN
 EB

P.O. Box 126
 Twin Falls, ID 83303
 208-736-4174

hr@tfco.org
