



HUMAN RESOURCES



Email: acsojobs@adacounty.id.gov

Fax: 208-577-3559

www.adacounty.id.gov/sheriff

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

COURT SECURITY CONTROL SPECIALIST

HIRING WAGE: \$15.45/hr.

STATUS: Full Time with Benefits

CLOSING DATE: Open Until Filled

APPLICATION MATERIALS: Apply online at www.adasheriff.org/careers

GENERAL SUMMARY

Operates the Ada County Courthouse Campus and J2's electronic security system using a control console allowing movement in and around the facility; monitors all radio traffic, makes appropriate radio transmissions, and performs related duties as required. The position is within the Court Services Bureau of the Ada County Sheriff's Office.

ESSENTIAL FUNCTIONS

- Operates and monitors technical audio-visual electronic security consoles which control doors, lights, speakers, duress alarms, fire alarms and other similar functions within the facility;
- Facilitates and actively visually monitors staff, inmate and visitor movement throughout the facility and on the perimeter;
- Operates and monitors telephone and radio equipment to receive and transmit incoming/outgoing calls;
- Operates and monitors the closed circuit TV (CCTV) system;
- Acts as the Incident Command Center during emergencies and provides continuing communications with court staff and other emergency responders during emergencies;
- Maintains information relating to radio and key assignments and maintenance requests as well as logging required information in computerized programs as required;
- Works and maintains eligibility to work all shifts, including evenings, nights, weekends, and holidays, whether assigned, or on an as needed or on-call basis;
- Reports observed, known and potential safety hazards, security threats, disturbances, and irregularities;
- Notifies responsible parties when radios, alarms or technical equipment malfunction;
- May perform necessary preventive or minor maintenance functions on certain equipment;
- Review and prepare video footage for evidence;
- Make identification cards and door electronic key pass cards for all employees in the courthouse;
- Conducts all background checks for employees and contractors at both courthouse locations;
- Operates computers, office equipment or appliances; and
- Performs other related duties as assigned.

JOB REQUIREMENTS

- Must possess a high school diploma or equivalent;
- Previous security experience preferred;

- ILETS and NCIC certification preferred;
- Working knowledge and understanding of security practices and procedures preferred;
- Proven ability to multitask with a high degree of accuracy under pressure and amidst multiple audio and visual distractions;
- Ability to hear, listen to, and understand radio transmissions using an ear piece while monitoring radio traffic over open speakers;
- Ability to react quickly and calmly to events in and around the facility while operating the security control system and receiving / transmitting radio communications;
- Ability to maintain a high level of emotional stability while dealing with distressing events;
- Ability to speak and listen clearly and distinctly under pressure;
- Ability to quickly and objectively analyze emerging situations which change quickly and take appropriate actions;
- Ability to "read" people and potentially adverse unsafe situations and react appropriately;
- Ability to deal effectively with fellow employees and others in stressful situations;
- Ability to follow both verbal and written instructions and communicate effectively;
- Ability to operate audio-visual electronic control console for long periods of time, up to 12 hours at a time;
- Ability to maintain confidentiality; and
- Ability to use a personal computer.

OTHER REQUIREMENTS

- Must appear before an oral board and pass a polygraph exam, background investigation, and medical exam prior to hire;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in a courthouse facility and the incumbent is subject to inside environmental conditions;
- Requires frequent repetitive movement of the wrists, hands and/or fingers;
- The work requires significant "eye-hand" coordination to operate the control console while viewing movement by camera;
- Work requires a combination of sitting and standing for long periods of time, up to 12 hours at a time;
- May occasionally require the incumbent to reach below, at or above shoulder level and to lift up to 20 lbs.
- This position will work in various control positions throughout the facility. Most positions require long periods of sitting in an enclosed area with limited lighting. One is an open environment which requires face to face interaction with staff, visitors, and inmates.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

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