

# Uintah County

## Job Description



<b>Title:</b>	Controller I	<b>Code:</b>	908.1
<b>Division:</b>	Corrections	<b>Effective Date:</b>	3/07
<b>Department:</b>	Jail	<b>Last Revised:</b>	5/12
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Plan:</b>	See Sheriff Wage Plan

### GENERAL PURPOSE

As a non-sworn civilian member of the Sheriff Department performs a variety of **entry level duties** as needed to monitor the daily activity and functions of the county jail facility.

### SUPERVISION RECEIVED

Works under the general supervision of the Corrections Commander or Controller Supervisor.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Oversees the monitoring activities of inmates to insure compliance with established policies, procedures and regulations; monitors security and discipline.

Monitors the safety and welfare of Correction Officers; monitors and controls access of inmates and visitors into and within the facility through the use of video monitors, audio communications and operation of electronic doors.

Processes inmates and visitors into and out of the facility; controls access to and from jail cells, rooms, and other areas in the jail facility by using remote control doors.

Interacts with the public and logs all traffic into and out of the jail facility.

Logs unusual occurrences and inmate warnings conducted by corrections officers.

Monitors movement within the jail facility by use of visual and audible equipment.

Performs training requirements and assignments as determined by the Corrections Commander.

Performs other related duties as required.

### MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from high school;

AND

B. Sufficient experience to demonstrate an ability or aptitude to perform above and related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

**Some knowledge of** basic security methods and procedures; judicial; legal issues and liabilities associated with detention actions and practices; behavioral and psychological issues associated with inmate anti-social tendencies.

**Some skill** in use and operation of personal computer and various software applications.

**Ability to** communicate effectively both verbally and in writing; read, interpret and apply complex written policies, procedures; laws, and regulations governing the operation of detention facilities; ability to understand and follow detailed verbal instructions; operate personal computer and various software applications; establish and maintain working relationships with inmates from culturally diverse groups and their families; prepare and maintain detailed and accurate records; operate video equipment, computer terminals and electronic locks; and react quickly and appropriately to unusual or unexpected situations under conditions of stress.

3. Special Qualifications:

Must work rotating shifts and be available on call. Must not have any significant criminal record as confirmed by NCIC check.

4. Work Environment:

Incumbent works in a locked, high security environment. Various tasks require physical abilities including walking, sitting, bending, and reaching. Light lifting may be required. Essential functions require visual acuity and verbal communication. Normal hand and eye coordination and dexterity are required for writing and typing and operation of equipment. Various tasks require mental application including memory for details, emotional stability and discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)