



# Control Board Operator

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 717  
Supervisory: No  
Reports to: Sergeant - Corrections

### Summary

Under general guidance and direction of a Sergeant - Corrections, maintains security of the Utah County Security Center by constantly observing interior and exterior areas, controlling electrical doors, and monitoring activities of inmates and staff via CCTV, video recording equipment, intercom, and radio.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Observe interior and exterior facility areas via CCTV and video recording equipment.
2. Monitor activities of inmates and facility staff via intercom and radio.
3. Report unusual or emergency situations to a Deputy Sheriff - Corrections.
4. Facilitate the movement of inmates and staff within the facility; control initial admittance and all electronic doors under specified guidelines.
5. Monitor inmate movement throughout the facility.
6. Communicate with inmates via intercom; answer questions, pass on requests, and inform inmates of upcoming activities.
7. Communicate with staff via intercom and radio.
8. Maintain records and reports related to performance of duties.
9. Operate essential equipment for opening and closing doors and gates in and around the facility; utilize a computer terminal, CCTV equipment, radio base station, and electrical equipment.
10. Monitor personal security device work by Corrections Deputies; initiate alarm, if needed.
11. Observe the behavior of suicidal inmates; report on inmate activities, as appropriate.

### Knowledge, Skills, and Abilities

- Knowledge of security related functions
- Skilled in coordinating multiple tasks
- Skilled in preparing work reports
- Ability to maintain cooperative relationships with those contacted in the course of work activities

### For Office Use Only

Job Code: 4021  
Job Title: Control Board Operator  
FLSA: Non-Exempt  
Effective Date: 5/25/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

- Ability to communicate verbally in a clear and concise manner
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to stay calm while working with people in crisis situations
- Ability to maintain concentrated visual attention to detail for an extended period of time
- Ability to prioritize during stressful situations

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in a control room located inside the Utah County Security Center. Work may expose the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee works for sustained periods of time maintaining concentration and attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee may occasionally drive a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand. Incumbents typically work eight (8) to twelve (12) hour shifts on a rotational schedule.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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**Required Education and Experience**

- 1. High School Diploma or equivalent.
- 2. One (1) year of responsible work experience.
- 3. An associate degree or higher may be substituted for the experience requirement.

**Preferred Education and Experience**

- 1. Preference may be given to applicants with work experience performing duties related to security, general law enforcement, or the monitoring of individuals (inmates, patients, etc.).
- 2. Preference may be given to applicants with an associate degree or higher in a field related to law enforcement or the social sciences.

**Additional Eligibility Qualifications**

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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