



# Brown County

25 Market Street  
Aberdeen, SD 57401  
[www.brown.sd.us](http://www.brown.sd.us)

## Jail Control Room Attendant- Part-Time

Sheriff's Department

Wage: \$18.67/hour

Opening date: 12/14/2023

Closing date: 12/28/2023

### JOB SUMMARY

This position is responsible for supervising jail and/or juvenile detention center operations on an assigned shift to ensure the safety and security of inmates, staff, and visitors.

### MAJOR DUTIES

- Operates Control Room; monitors security cameras; locks and unlocks doors.
- Communicating with staff over radio and phone regarding situations.
- Monitors inmates' medical condition and movements on cameras.
- Updating and scheduling events on Agency system
- Preparation of required logs and reports.
- Reports maintenance issues.
- Monitoring OMNIXX system.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and county policies and procedures and federal, state, and local laws and regulations.
- Knowledge of video and audio surveillance equipment operations principles.
- Skill in operating computers and job-related software programs.

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- Knowledge of inmate rights.
- Knowledge of building security principals.
- Knowledge of jail medical and emergency protocols.
- Skills in prioritizing, planning, organizing, and decision making.
- Skills in monitoring inmate behavior
- Skills in problem solving.
- Skills in oral and written communication.
- CJIS Certification
- NCIC Terminal Operator Certification
- CPR Certification

## GUIDELINES

Guidelines include relevant state and federal laws, standard operating procedures, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related security, administrative, and technical duties.
- The purpose of this position is to participate in assigned jail functions. Successful performance helps ensure the safety and security of staff, inmates, visitors, and the general public.

## CONTACTS

- Contacts are typically with coworkers, other county personnel, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects and distinguishes between shades of color.
- Employees may be exposed to high stress situations.

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- The work is typically performed in a jail facility. The employee may be exposed to contagious or infectious diseases or irritating chemicals. Work requires the use of specialized equipment.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having a similar position for one to two years.

#### APPLY BY

Submit Brown County application to:

Brown County  
Human Resources  
25 Market St.  
Aberdeen, SD 57401

Fax: 605.725.2355

Email: [Humanresources@browncounty.sd.gov](mailto:Humanresources@browncounty.sd.gov)

[Allison.tunheim@browncounty.sd.gov](mailto:Allison.tunheim@browncounty.sd.gov)