

Champaign County Job Description

Job Title: Master Control Officer

Department: Sheriff/Correctional Center

Reports To: Shift Commander or Supervisor

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: January 2016

SUMMARY Maintains security of the Champaign County Jail facilities by monitoring and controlling various security devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Monitors and controls both internal and external security of the jail through the use of multiple security devices.

Logs all incoming and outgoing resident mail.

Controls and monitors the video visitation system.

Completes bond processes for residents.

Responsible for maintaining LEADS certification.

Utilizes computer and paper warrants to enter, retrieve and relay information.

Performs clerical functions by maintaining logs, records, reports and files.

Deals with the public and other law enforcement agencies in person and by telephone and fax.

Performs other duties as requested by a supervisor.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); with courses in typing, business machine operation and general office procedures or equivalent combination of education and experience. Must handle stressful situations, ability to multi-task and have a thorough knowledge of the operation of the various security systems. Must have knowledge of County and LEADS computer systems. Knowledge of correctional center rules, regulations and procedures helpful.

LANGUAGE SKILLS Ability to read, interpret and comprehend documents such as LEADS correspondence, jail policy and procedure, legal documents as well as simple instructions and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to jail residents, attorneys, general public and other employees of the organization. Requires good oral communication and skill in the application of good public relations.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions as furnished in written, oral or diagram form. Ability to deal with problems involving several variables in unusual situations. Ability to work in stressful situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, sit, walk, reach with hands and arms, talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision and peripheral vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office conditions. The noise level in the work environment is usually quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.