

SANGAMON COUNTY CONTROL ROOM OPERATOR

APPLICATION PROCEDURES

Applications for the position of Control Room Operator are accepted at any time. Applications are maintained for consideration for one (1) year. Eligible applicants will be notified during that one year time period should openings become available for interview. It is the applicant's responsibility to notify the Sheriff's Administrative Office at (217) 753-6856 for any update of personal contact information. Applications may be downloaded from this website, or may be picked up at the Sangamon County Sheriff's Administrative Office at One Sheriff's Plaza, (9TH and Adams Streets) Springfield, IL 62701. Only fully completed, original applications will be accepted for consideration.

CONTROL ROOM OPERATOR MINIMUM REQUIREMENTS

Applicants for appointment as Control Room Operator must:

- Must be a U.S. citizen.
- Have acquired a high school diploma or equivalent certificate.
- Must pass a thorough background investigation.
- Must pass drug testing.
- Sangamon County residency is required within six months of employment.

- Applicants must be willing to accept any assignment or shift, and work any scheduled holiday.
- Applicants must possess the moral, ethical, and work characteristics befitting the highest standards of the Sangamon County Sheriff's Office.

SALARY AND BENEFIT INFORMATION

Sangamon County's fiscal year runs from December 1 through November 30 of each year. The following information is based upon the current agreement between the County of Sangamon/Sangamon County Sheriff and the Fraternal Order of Police:

- Annual entry level Control Room Operator salary effective December 1, 2013 - \$28,000.00
- Annual salary increases at the beginning of each fiscal year (December 1st).
- Anniversary date salary increases years 1 through 20.
- 26 bi-weekly pays (every other Friday) per year
- Paid vacation day accrual per union contract
- Paid sick day accrual per union contract
- Option of paid or compensatory overtime per union contract
- 13 holidays per year (14 during general election year)

- Health Insurance Coverage (includes vision) – employee cost for self and dependents
- Dental Insurance Coverage – no cost to employee; employee cost for dependents

- Life Insurance Coverage – no cost to employee
- Retirement Participation in Illinois Municipal Retirement Fund
- Optional flexible spending plans available
- Optional AFLAC plans available
- Optional deferred comp and IRA plans available
- Optional additional life insurance available

GENERAL SUMMARY

The Control Room Operator is a civilian position of the Corrections Division. They are unarmed and have no direct physical contact with inmates. They closely monitor inmate activities, open and close security passages to allow movement of officers and inmates through computer control, and must be capable of quick response in emergency situations.

The Sangamon County Sheriff's Office operates as a para-military organization. Control Room Operators report to and receive assignments, instructions, and directions from Correctional Officers, Correctional Officer Sergeants, Correctional Officer Lieutenants, Asst. Jail Superintendent, Jail Superintendent, Captains, the Chief Deputy, and the Sheriff.

Control Room Operators have the general duties and responsibilities prescribed of all members of the Sheriff's Office and such specific duties as are herein prescribed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- A. Control Room Operators are required to report for duty promptly, appearance and uniform conforming to the specifications of the Sangamon County Sheriff's Office. Control Room Operators are responsible for checking their individual mailboxes for correspondence, phone messages, and notices which may need action taken.
- B. Control Room Operators must become thoroughly familiar and competent with the operation of the Detention Center's control room equipment, general procedures, and emergency procedures.
- D. They will visually monitor the inmates and the various security systems, utilizing those systems to maintain a safe and secure environment within the detention facility.
- E. Maintain and update records, logs, and periodic reports of jail and inmate activities, including narrative reports, memorandum, and notes of incidents and offenses.
- F. Monitor and control jail visitors, including verifying identity of visitor, purpose of visit, and eligibility of inmate to receive visitors.
- G. Receive, document, and issue receipts for monies received for inmate funds, bond monies, fingerprinting, and taking bond fees.