CLASS TITLE: CORRECTIONAL OFFICER – TOWER OPERATOR
*MAY BE USED FOR LIGHT DUTY*

SUMMARY:

Under general supervision, is responsible for working an assigned shift as Correctional Officer – Tower Operator in the county jail; and performs related work as required:

DISTINGUISHING FEATURES OF WORK:

This is the entry-working level class in the correctional subseries of classes. This class differs from that of Correctional Sergeant in that an incumbent of the latter supervises employees of this class. Initially work is closely supervised but, as knowledge and experience are gained, supervision becomes less close.

ESSENTIAL EXAMPLES OF WORK:

1. Controls access to and from secured area of jail, by means of a control panel and camera system.
2. Communicate with inmates through intercom system and keep radio contact with officers on floor.
3. Supervises safety of inmates and staff through tower windows.
4. Maintains written log of all activities in pod areas.
5. Maintains computer records of inmate movement.
6. Answers phone in tower and directs call to appropriate destination.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Knowledge of reading, writing, arithmetic and communication sufficient to read, learn, and understand information necessary to do the work.

Skill in the safe use of assigned tools and equipment.

Ability to learn and perform correctional work of average difficulty, ability to properly utilize and otherwise operate tools and equipment in work; ability to establish and maintain effective working relations with others; ability to express oneself, clearly and concisely, both orally and in writing; maturity, ability to think clearly and to act properly under stress.
Physical Requirements: Ability to pass reasonable fitness and physical standards to safely perform work, if required, as determined by county physician; vision and hearing, normal or corrected sufficient to read, write, and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate, utilize and maintain tools and equipment used in work; ability to lift and carry about 25 pounds, though greater weights may, at times be lifted, carried and/or placed, dexterity and fitness to grasp, crouch, bend, stoop, climb, stretch, walk, run and otherwise perform physical functions of the assignment. *Physical demands of tower operator are limited, but do require the officer to climb 4 steps into the main tower or 5 steps into the maximum security tower, depending on the assigned tower. In addition, the main tower has a distance of approximately 8 feet between the computer and the control panel. Maximum tower control areas are within reach of the operator’s chair. A tower operator would also be required to stand occasionally in order to have an optimum view of pod areas.*

Work Environment: Work environment may be somewhat disagreeable due to exposure to several disagreeable elements or to one very disagreeable element; protective equipment is required to safely perform work; generally, physical and working conditions are such that moderately serious cuts, bruises, burns, sprains or illness causing confinement may occur despite provision of safety and health precautions (some lost time is usually involved).

Training and Experience: Any combination of training and experience substantially equivalent to graduation from high school.

Necessary Special Qualifications: Applicants must meet all qualifications as stipulated in pertinent provisions of the TCA and other applicable laws, rules and regulations.