

# Inmate Program Tech



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Umatilla County

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An Equal Opportunity Employer



# Umatilla County

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## Inmate Program Tech

Position # 21-22

**SALARY:** \$2,869.00/ Month - Plus Excellent Benefits

**CLOSING:** Open Until Filled

**DEPARTMENT:** Sheriff's Office

### **Description:**

The Inmate Program Technician – Control Room position was established to staff the secure control room area of the jail. The Control Room Technician will be responsible for performing control room duties for the Umatilla County Criminal Justice Center under the supervision of the Corporals, Shift Sergeants, Jail Lieutenant and Jail Administrator.

### **Requirements:**

- Position work site is ADA exempt.
- An employee must be able to walk upstairs and use a 15' ladder.
- Must possess a high school diploma/or a GED.
- Must become LEADS certified.
- Must possess knowledge to operate a control panel and miscellaneous office equipment, including computers.
- Be a highly organized and self-motivate individual.
- Knowledge to operate and communicate on police radio.
- Good communications both orally and in writing.
- Must have the ability to work without supervision.
- Must be observant and have the ability to make response decisions under low, medium and high stress conditions.
- Must be multi-task oriented individual.
- Ability to pass criminal background check.
- Must possess a valid driver's license.

Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at [www.umatillacounty.net](http://www.umatillacounty.net) or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to [hr@umatillacounty.net](mailto:hr@umatillacounty.net).

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