

# UMATILLA COUNTY

## EMPLOYMENT OPPORTUNITY

### UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES

County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801

Phone: (541) 278-6282 - Fax: (541) 278-6374

TDD (Hearing Impaired): (541) 278-5467

**AN EQUAL OPPORTUNITY EMPLOYER**

January 10, 2019

19-03

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#### POSITION ANNOUNCEMENT

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**POSITION:** Inmate Program Technician  
**POSITION #:** 19-03  
**DEPARTMENT:** Sheriff's  
**SALARY:** \$2,717.00/Month (to start) – Plus Excellent Benefits  
**CLOSING:** January 25, 2019

**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.
- Have the ability to work with ethnic minority groups and communities.
- 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.

**HOW TO APPLY:** 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).