



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

"An honor to serve, a duty to protect."

OPEN POSITION ANNOUNCEMENT			
Job Title:	CCTV Operator	Posting Date:	Open Until Filled
Division:	Court and Detention Services Division	Supervisor:	Chief of Detention Services
Shift:	12 Hours (Days, Evenings, Nights, Weekends, & Holidays)	Salary:	\$30,650 Annually (Including Contracted OT - \$3,874 & Holiday Compensation - \$2,234)
DUTIES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> • The CCTV Operator provides surveillance and security control of all doors and gates for the inmate facility through monitoring, receiving and prioritizing all CCTV, radio, intercom and telephone communications related to the movement in and around the inmate facility. • Maintain jail security with a high alert status at all times. • Operate Central Control panels and controls and manage entry authorization by confirmation of visual identification of staff members, member badges, visitor badges, or other designated authorization. • Maintain control of all entry/exit doors and gates accessible to persons inside the facility and the perimeter of the facility including access of authorized vehicles to and from the facility only after positive identification. • Notify appropriate staff of entry of vehicles or pedestrians. • Maintain and keep a watchful eye on all video surveillance monitors for security and internal and external radio transmissions pertaining to the facility. • Maintain and monitor all security intercoms within the facility and in-house telephone system. • Activate jail security staff to any area of the facility where it appears that officer back up is required. Initiate and/or maintain continuous radio contact with members and supervisors involved in any disturbance, emergency or unusual situation in the facility. • Responsible for back up panel control of all housing areas as needed. • Maintain and monitor all internal and external life safety alarms. (IE: Panels, Doors, and Gates) • Responsible for notifying the proper authorities in emergency situations. (IE: Fire, Ambulance, and Police) • Maintain and keep a daily activity log, either written or computer generated to record movement and activity as specified in the General Orders. • Requires your attendance at work under all types of emergency conditions such as to include inclement weather, utility failure, fire or other forced evacuations or as determined by the Manager. • Perform any other tasks/projects assigned. 			
MINIMUM SELECTION CRITERIA:			
<ul style="list-style-type: none"> • Must possess a High School diploma or equivalent. • Must be 19 years or older. • One year experience in radio, telecommunications and/or corrections or jail environment experience preferred. 			
HOW TO APPLY:			
<p>Interested and qualified applicants should download the application from www.flaglersheriff.com and submit the completed application to HR@flaglersheriff.com. If more information is required, please contact Human Resources at 386-586-4822.</p>			