

# Flagler County Sheriff's Office



## Open Position Announcement

- Posting Date:** Open Until Filled
- Position Title:** CCTV Operator
- Salary:** \$30,817.50 Annually (Includes Contracted Overtime - \$3,791.42 & Holiday Compensation - \$1,749.88)
- Work Hours:** 12 Hour Shifts (Days, Evenings, Nights, Weekends, & Holidays)

### Job Description and Duties

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

- ✦ The CCTV Operator is to provide 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 by the Sheriff.

### Qualifications & Special Selection Requirements

- ✦ Must possess a High School diploma or equivalent.
- ✦ One-year experience in radio, telecommunications and/or corrections or jail environment

**We are an Equal Opportunity Employer... We are a Drug Free / Smoke Free Work Place.**

#### HOW TO APPLY:

Interested and qualified applicants should download and submit the completed application along with resume' from [www.flaglersheriff.com](http://www.flaglersheriff.com) to the Flagler County Sheriff's Office. You may also pick up your application at our Operations Center located at 901 E Moody Blvd, Bunnell, FL 32110 or at the Palm Coast Precinct, 160 Cypress Point Parkway Ste C-107, Palm Coast, FL 32164

If more information is required, please contact Human Resources @ 386-586-4822.