



Opening Date: April 29, 2024

Closing Date: May 13, 2024 5 p.m.**

Official Sanpete County Sheriff's Control Room Operator Job Opening Notification*

The Sanpete County Sheriff's Office is currently creating a roster for civilian, non-merited Control Room Operators to perform control room duties for the Sanpete County Jail. This roster may be used to fill current or upcoming openings at the Sanpete County Sheriff's Office Jail. Sanpete County control room operators are required, but not limited, to the following:

Job Requirements:

- Willfully work weekends, holidays, day shift, swing shift, night shifts, and usual and varied schedules as required.
- Be subject to call-outs and emergency activations.
- Conduct themselves in accordance with County Policy, Sheriff's Office policy, local, state and federal laws.
- Work with fidelity for the Sheriff and the Sheriff's Office command.
- Submit to and pass random drug testing.
- Maintain cooperative interpersonal skills while nurturing working relationship with those contacted in the course of work activities.
- Become proficient in the use of data base programs and other computer programs and equipment.
- Skilled in English verbal and written communication and basic math and analytical problem solving.
- Orderly and professionally, maintain files, records and reports.
- Able to produce written documents and reports and occasionally if needed provide testimony in court.
- Transport documents; attend training and meetings, and other duties as directed by the Sheriff.
- May on occasion be required to lift up to 30 pounds; sit for extended periods of time; monitor computer screens' routinely conduct multiple tasks; follow directions; accurately perform multiple task under pressure; walk throughout the jail facilities; audibly and visually communication with arrestees/inmates, jail corrections officers, police officers, and/or patrons of the jail.

Minimum Eligibility Requirements Include:

- Must complete a current application packet***and must pass Utah POST standard background check.
- Applicants must possess or be able to obtain a valid Utah State Driver License within 30 days of being hired.
(copy of Driver License must be submitted with application.)
- Must have a high school diploma or equivalent.
- Must be 21 years old and a U.S. citizen at the time of appointment.
- Must pass a risk factor assessment.
- Must pass a pre-employment drug screen.
- Maintain a flexible work schedule to accept other functions as required.

May be tested on:

- written examination
- Microsoft Word, Excel and Internet.
- Visual detail oriented testing
- See clearly up to 125 ft and also see clearly computer monitor screen. Vision may be corrected vision with eye glasses and/or contact lenses.
- Must type 35 net wpm

Applicants that, in the opinion of the hiring board, can meet the minimum eligibility requirements will be granted an oral interview with the board and may be interviewed by the Sheriff

The salary will be determined by the Sanpete County Sheriff and County Commissioners with a starting wage of \$19.33/hour plus benefits. Benefits include State Public Employee Retirement, medical and dental insurance, paid vacation, paid holidays, sick leave, 401k options, and long-term disability. You may mail or drop off your completed application packet, prior to the closing date and time, to the Sheriff's Office c/o Beverly Thomas, 1130 South Serviceberry Drive, PO Box 130, Manti, UT 84642 (435) 835-2191

*Sanpete County is not responsible for errors, additions, or omissions to this notification.

**Application packets post marked later than May 13, 2024 will not be accepted.

***Application packet is obtained from the office or by accessing www.sanpetecountysheriff.org.

The hiring board will notify the applicant when and where to report for testing and possible interview. The final scores of the applicants and a risk factor evaluation conducted will create a roster for submittal to the Sheriff for selection. The Sanpete County Sheriff will select the successful applicant/s from the roster by reviewing the applicants presenting the person's name to the Sanpete County Commission for hiring. The Sheriff at his option, may interview candidates from the roster before selection. (End)