

<b>Job Class Code: 7560</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 4</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to monitor activities within a secure detention facility. The class is responsible for the safety and security of the residents and staff of the facility of responsibility. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Operates and monitors a closed circuit monitoring system, VCR, and audio controls.</li> <li>• Controls access to, from, and within the facility; monitors and operates electronic locking system for internal doors.</li> <li>• Monitors records of activities within the facility; logs incidents of policy/procedures infractions; prepares written reports.</li> <li>• Answers telephone calls from within and outside the facility; provides routine information to callers.</li> <li>• Serves as primary emergency contact for crisis situations; makes independent judgments in unusual, life-threatening situations in the absence of a supervisor.</li> <li>• Monitors and operates fire alarm controls, key controls, and an internal paging system.</li> <li>• Documents and notifies supervisors of equipment malfunctions.</li> <li>• Monitors, records, and conducts emergency evacuation drills and fire drills as scheduled, or as appropriate.</li> <li>• Reports unusual behavior or occurrences.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Compares or inspects items against a standard.
<b>Interpersonal/People Involvement</b>	Serves others such as customers, attends to their requests and exchanges information with them.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs basic addition and subtraction, such as making change or measuring.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
<b>Mental Requirements</b>	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

<b>EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in security operations or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of six months of related, full-time equivalent experience.

<b>Special Certifications and Licenses</b>	None required.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/27/2020