

# CONTROL ROOM TECHNICIAN



Juvenile Services

## SUMMARY

**Part-time position.** Assist secretary and admissions technician with basic clerical work. Operate main and pod control room boards, monitor video screens, and assist with laundry detail on occasion.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Varies

#### SHIFT

Varies

#### LOCATION

Juvenile Justice Complex

#### REPORTS TO

Assistant Watch Commander

#### PHYSICAL DEMANDS

Sitting for long periods

#### WORK ENVIRONMENT

Work in a secure facility that houses juvenile residents.

## ESSENTIAL FUNCTIONS

- Operate main and pod control room boards.
- Monitor video screens.
- Assist with laundry detail as needed.
- Provide visual support for detention area.
- Attend required trainings as needed.
- Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

- Effective written and oral communication skills.
- Clear a Louisiana State Police criminal background check.
- Pass a drug screen.

## EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certificate required.
- Computer skills, specifically using Microsoft Word.

## EMERGENCY EVENTS

May be required to work during emergency events.

Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).