CONTROL ROOM TECHNICIAN

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
Starting Pay
$10.89 - $13.98 per hour
Schedule
Varies
Shift
Varies

LOCATION
Juvenile Justice Complex

REPORTS TO
Assistant Watch Commander

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Work in a secure facility that houses juvenile residents

EMERGENCY EVENTS
May be required to work during emergency events.

ESSENTIAL FUNCTIONS
1. Operate main and pod control room boards.
3. Assist with laundry detail as needed.
4. Provide visual support for detention area.
5. Attend required trainings as needed.
6. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS
1. Effective written and oral communication skills.
2. Clear a Louisiana State Police criminal background check.

EDUCATION, EXPERIENCE, AND LICENSES
1. High school diploma or GED certificate required.
2. Computer skills, specifically using Microsoft Word.

Questions? No problem! Email us at employment@tpcg.org.