



EMPLOYMENT OPPORTUNITY

CONTROL ROOM OPERATOR

HIRING RANGES:

Full-Time: \$2,904 to \$3,195/Monthly + Benefits

Extra-Help: \$16.75 to \$18.43/Hourly



About the Position:

The County of Yuba Probation Department is currently recruiting for both Full-Time and Extra-Help Control Room Operators for the Youth Detention Facilities. Under general supervision, the Control Room Operator monitors video and audio equipment to ensure the safety and security of youths and staff in secured detention youth facilities; maintains records and performs a variety of complex, technical or specialized office support related to the operation of the Tri-County Juvenile Hall and the Maxine Singer Youth Guidance Center; and performs other duties as assigned.

Ideal Candidate:

The ideal candidate will have a strong commitment to providing excellent service to co-workers and the public alike. A positive attitude, outstanding interpersonal skills, organizational skills, and a high degree of respect for a strong team environment are must have traits for this position. This position serves as a department representative and must uphold department policies and procedures, while fostering a safe working environment. Experience using Microsoft Office Suite Operating System including Excel is preferred. Must have the ability to perform calmly, purposefully, and appropriately in emergency and stressful situations.

About Detention Services:

The Tri-County Juvenile Hall and Maxine Singer Youth Guidance Center provide youth detention services to the communities of Yuba, Sutter and Colusa Counties. The facilities operate under a Joint Powers Agreement between the three counties. Yuba County Probation is the administrative agency responsible for the management and daily operation of the facilities. The shared goal of staff is to provide services that will assist the youth in successfully reintegrating back into the community.

Qualifications:

Minimum: Equivalent to graduation from high school and two years of general office support or secretarial experience

involving typing and/or data entry, public contact, general filing and basic record keeping.

Preferred: In addition to the minimum, thirty units from an accredited college/university with course work in business, criminal justice, or a related field and/or experience in a corrections or public safety environment providing a basic know ledge of law enforcement principles and practices.

Special Requirements: Must successfully complete a thorough background investigation which may include Live Scan fingerprinting prior to hire. Work eight hour shifts between the hours of 6:00 a.m. and 10:00 p.m. including weekends and holidays. Will be required to perform disaster service activities pursuant to Government Code 3100-3109. The ability to obtain a valid California Class C driver's license within ten (10) days of employment; may be required to maintain license throughout employment at the discretion of

**VALID TYPING CERTIFICATE
REQUIRED WITH APPLICATION:
w/ MINIMUM 40 NET WORDS PER MINUTE
IMPORTANT: Must indicate results from an in-person
5 min. test and be no more than 12 months old (internet
and/or online tests NOT acceptable).**

- ⇒ **Local Testing Available by appointment only at:**
- **Sutter County One Stop: 530-822-5120**
 - **Yuba County One Stop: 530-749-4850**
- (Note: No testing available between Dec. 24th to Jan. 3rd, due to the holidays.)*

the Appointing Authority. Typing Certificate: Min: 40 wpm. Typing Certificate must indicate result from a five (5) minute test of at least the minimum wpm required.

Work Environment: Generally an office or control room setting in a secured youth detention facility or a minimum security youth guidance center. May work with exposure to difficult situations and individuals.

The County of Yuba is an Equal Opportunity Employer (EOE) and participates in the E-Verify program.

Work With Us!

County of Yuba Human Resources
915 8th Street, Suite 113
Marysville, CA 95901
(530) 749-7869

**FINAL FILING DATE: OPEN UNTIL FILLED
(Next Application Review Date:
Wednesday, May 26, 2021 @ 5:00 p.m.)**

For specific details, a complete benefit summary and to apply please visit:

<https://www.calopps.org/yuba-county>