



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Part-Time Administrative Technician I (Control Room Tech)
DEPARTMENT.....:	Juvenile Justice
DIVISION.....:	Public Safety
CLASSIFICATION/GRADE.....:	Administrative Technician I/101
REVISED.....:	08/2019
REPORTS TO.....:	Assistant Watch Commander
REVIEWED.....:	01/2020
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

This position will be responsible for assisting the Secretary and Admissions Technician with basic clerical work.

BASIC FUNCTIONS:

The clerk position will perform the following:

1. Operate main control room board.
2. Operate pod control room board.
3. Monitor Video Screens.
4. Assist with laundry detail on occasion.
5. Provide visual support for Detention area.
6. Shall attend any training required and necessary for effective job performance.
7. Shall adhere to the policy and procedures of the Terrebonne Parish Juvenile Justice Complex and the Terrebonne Parish Consolidated Government.

OTHER REQUIREMENTS:

1. Shall perform any duties not in this job description, but located within the policy and procedure manual and necessary for the smooth operation of the facility.

EDUCATION/EXPERIENCE:

1. The candidate shall have at least a high school diploma or a GED equivalent.
2. The candidate should have some computer skills in Microsoft (Word).
3. Ability to communicate effectively orally and in writing.
4. The candidate shall demonstrate an ability to work well with others in a positive manner.
5. The candidate shall demonstrate competency on a typewriter or word processor.
6. The candidate shall clear a criminal background check conducted by the Louisiana State Police and a drug screen.