

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

Lift up to 25 lbs. (light)

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.