



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: CORRECTIONS TECHNICIAN**  
**DATE: DECEMBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Jail	<b>JOB CODE:</b>	131
<b>SUPERVISOR:</b>	Corrections Supervisor	<b>SALARY RANGE:</b>	131
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	CCDSA

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**GENERAL STATEMENT OF DUTIES:** Perform support duties to maintain the security and welfare of adults in custody in the Columbia County Jail (CCJ). Monitor and operate the automated security system and safely control access and movement throughout CCJ. Ensure control of jail security through voice and automated locking devices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Perform surveillance within the jail security areas. Observe, record, and control adult in custody movements within the jail. Operate complex computerized security system.

Promote safety and security within the CCJ.

Control public access to the jail. Monitor and operate the computerized security system and door control panel. Monitor fire and other alarm systems. Report issues to the proper authority.

Monitor public safety radio frequencies. Monitor and operate computer(s) and radio. Serve as the central point of contact for all internal communications from officers on mobile radios, telephones, or intercoms.

Schedule, process, and document adult in custody visitors.

Maintain inventory control of equipment and keys. Sign equipment and keys in or out.

Maintain logs and records of shift activities and security requirements.

Maintain CJIS clearance and any ongoing required training to include a current CPR and First Aid card. Abide by and respect confidentiality relating to the position and the CCJ.

Wear required uniform, achieve and maintain proficiency in all county issued equipment.

Answer telephones, keep records, prepare records, and receive and respond to inquiries from the general public or other law enforcement agencies for information or services.

Follow all safety rules and procedures established for work areas. Comply with all relevant Columbia County Sheriff's Office and county policies and procedures. Follow CCJ chain-of-command.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Corrections Supervisor who provides policy, procedure, and administrative direction and reviews performance.

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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma with additional law enforcement training. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Previous experience in a correctional setting preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to obtain a first aid/CPR card within three months of hire. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of the function, organization, purpose, and procedures of a correctional facility. Knowledge of record keeping procedures and general office practices.

Skill in various business software and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product. Multi-task effectively. Prepare and complete reports.
- Express ideas effectively, both verbally and in writing to coworkers, adults-in-custody, community partners and the public. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Operate a variety of computerized equipment.
- Remain calm and multi-task while using good judgment during confrontational or high-pressure situations.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening psychological examination and drug screen. Will be subject to random drug screening for duration of employment.



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**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Requires long periods of standing, walking, and sitting.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Requires working in a 24-hour, 7-day per week correctional facility where adults in custody are living. Must be able to work with rotating shift schedules and workstations. This includes working day, swing, and night shifts, weekends, holidays, and overtime as required. Daily indirect contact with adults in custody and indirect interaction to diffuse aggression. May receive physical injuries and may possibly be exposed to hazards and risks which accompany exposure to adults in custody.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***