



GADSDEN COUNTY SHERIFF'S OFFICE

Position Title: Central Control Technician

****OPEN ANNOUNCEMENT****

The Gadsden County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. As a condition of employment, employees are required to participate in the payroll direct deposit program.

This is a highly administrative managerial and supervisory work in maintaining order and discipline among inmates in the Gadsden County Sheriff's Office Detention Center. Always maintain security within the Gadsden County Jail Complex. Operates electronically operated security doors to assure authorized movement of persons throughout the jail facility. Conducts counts of inmate workers and reports this information to the designated person/station. Monitors and controls all movement within the unit to maintain the security and safety of all personnel and inmates. Maintains security and accountability for all keys issued or received. Updates the key logs, reflecting all changes made to keys or locks. Monitors radio transmissions and correctly reacts to all appropriate communications in a timely manner. Responds to emergencies as directed.

Minimum Qualifications:

High school diploma; supplemented by minimum of three (3) years of experience in supply, inventory, and warehousing functions; or an equivalent combination of education, training, and combination of education, training, and experience.

Working Conditions / Additional Information

Work is performed inside the Jail Complex. Employees will have limited contact with inmates during the normal course of the workday.

Full-time Schedule: Work is completed in eight (8) hour shifts; employees must be able to work shifts: 8:00am - 4:00pm, 4pm-12am or 12:00am - 8:00am. Applicants need to be available to work any shift; days/nights, weekends and holidays.

Employees are subjected to extended workdays and hours to meet operational needs or in the event of an emergency event.

Selection: Selected applicants will be scheduled for an oral interview and will be administered a skills verification test with representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation.

Visit [Forms and Documents – Gadsden County Sheriff's Office \(gadsdensheriff.com\)](http://gadsdensheriff.com) for an application. Email your completed application with all **REQUIRED** documents to smosley@sheriff.gadsdencountyfl.gov

Gadsden County Sheriff's Office supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

Gadsden County Sheriff's Office is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.