

**EL PASO COUNTY SHERIFF'S OFFICE
VOLUNTEER POSITION DESCRIPTION**

POSITION TITLE: Intake and Release Assistant

SUMMARY OF FUNCTION: Utilize customer service skills to field inquiries from the public; receive money and bonds for inmates; filing and general clerical duties.

| <u>ESSENTIAL JOB FUNCTIONS</u> | <u>FREQUENCY</u> |
|--|-------------------------|
| 1. Receive money and bonds from the public for inmates. | Frequent |
| 2. Utilize customer service skills to field inquiries from the public. | Frequent |
| 3. Records management and file documents. | Occasional |
| 4. Perform clerical work. | Frequent |

OTHER JOB FUNCTIONS

Other duties as assigned.

QUALIFICATIONS

- Must be over the age of 18
- Ability to pass state and national background checks
- Must successfully pass a Computerized Voice Stress Analysis exam.
- Must have strong organizational skills and be detail-oriented.
- Knowledge of bookkeeping and records management helpful, but not required.
- Excellent customer service experience necessary.

LICENSES OR CERTIFICATES

None

ORGANIZATIONAL RELATIONSHIPS

Reports to: Intake & Release Lieutenant

Supervises: N/A

WORKING CONDITIONS

Work performed in a highly stressful, closed environment with minimal exposure to windows. Potential exposure to violent inmates exists.