

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Mail Room Assistant

SUMMARY OF FUNCTIONS: Assist Postal Technician with daily mail sorting and distribution.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. Sort and mark mail according to inmate housing assignment.	Frequent
2. Open mail and check contents for contraband, money, etc.	Frequent
3. Process money orders.	Occasional

OTHER JOB FUNCTIONS

Other duties as assigned.

QUALIFICATIONS

- Must be over the age of 21
- Must not be offended by pornography.
- Ability to pass background investigation and computerized voice stress analysis exam.
- Must have strong organizational skills.
- Ability to sort by letter and number.
- Must complete CJC tour and orientation.

LICENSES OR CERTIFICATES

None

ORGANIZATIONAL RELATIONSHIPS

Reports to: Inmate Programs Manager

Supervises: None

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