



COUNTY OF EL PASO (CO)
invites applications for the position of:
Property Custodian

SALARY: \$1,608.85 Biweekly

OPENING DATE: 08/05/18

CLOSING DATE: 08/19/18 05:00 PM

DEPARTMENT: Sheriff's Office

JOB TYPE: Full-Time

FLSA STATUS: Non-Exempt

PAY BAND: 000, Pending

JOB NUMBER: 18326

ESSENTIAL JOB FUNCTIONS:

Receives, monitors, maintains, and releases inmate property entrusted to the care of the El Paso County Sheriff's Office during incarceration. Maintains related records and logs.

- Maintains general organization of the property room in the detentions facility. Tracks all inmate property while incarcerated in the detentions facility.
- Receives property from the intake/release area after inmate has been booked and property inventoried. Verifies inventory. Cleans soiled property. Issues bedding material, inmate cup and personal hygiene items to inmates. Places inventory into property bag and stores in property room.
- Monitors inmates in processing room awaiting release. Inventories and releases inmate property upon inmates' release from detentions facility. Provides to released inmates any unclaimed, available clothing from lost and found, if needed.
- Maintains supplies of inmate uniforms, bedding, personal hygiene supplies and cleaning material for property room.
- Supervises daily workers assigned to the property room. Ensures only authorized personnel enter property room.
- Maintains lost and found inventory log. Searches by computer to locate property owner. Stores lost and found items in a secure location.
- Communicates with the public, inmates, and other agencies concerning inmates' property. Accepts authorized property items from the public for inmates and issues receipt. Releases inmate property to the public at inmates' request.
- Assists officers or deputies executing a search warrant with searching through inmates' property during a specific investigation.
- Prepares and identifies inmate property to be transferred with inmate to DOC or other facility.
- Assists Intake/Release section in performing tasks when necessary.
- Performs other duties as required.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Minimum two (2) years clerical experience, to include experience in inventory of items.
- Must be honest, truthful, trustworthy and possess a high degree of personal integrity.
- Knowledge of record keeping systems.
- Ability to operate a clothes washer and dryer.
- Ability to use office equipment, including telephone, teletype, computer, typewriter, calculator, fax machine, and copier.
- Must be able to work shifts, weekends, and holidays.
- Maintain regular and punctual attendance.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Must successfully complete physical examination, background investigation and CVSA (Computerized Voice Stress Analysis) examination and drug screen prior to employment.

WORK CONDITIONS:

Work performed in a highly stressful, closed environment with minimal exposure to windows. Potential exposure to violent inmates. Must be able to safely lift and carry up to 50 lbs.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MUST BE FILED ONLINE AT: <http://www.elpasoco.com> For inquiries please call: 719-520-7401.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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Property Custodian Supplemental Questionnaire

* 1. Do you have a high school diploma or equivalent?

Yes No

* 2. Do you have a minimum two (2) years clerical experience, to include experience in inventory of items?

Yes No

* 3. Please explain your experience as it relates to this position. If none, put N/A.

* Required Question