

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Property Custodian Assistant

SUMMARY OF 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.

ESSENTIAL JOB FUNCTIONS: **FREQUENCY**

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| 1. Lift and carry bags up to 50 lbs. | Frequent |
| 2. Push carts up to 100 lbs. | Occasional |

OTHER JOB FUNCTIONS:

Other duties as assigned.

QUALIFICATIONS:

- Must have strong organizational skills and be detail oriented.
- Must meet the minimum age requirement of 18.
- Must hold a High School Diploma or GED.
- Ability to use office equipment including telephone, computer, fax machine, and copier.
- Ability to work well with others.
- Must successfully pass a fingerprint-based background check, truth verification examination, and online Criminal Justice Information training.

LICENSES OR CERTIFICATES REQUIRED:

None.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Sergeant assigned to the duty desk.
Supervises: None.

WORKING CONDITIONS:

The work is performed in a highly stressful, closed environment with minimal exposure to windows. The work is 24 hours a day to include weekends and holidays. Potential exposure to violent inmates exists.