

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Detention Postal Technician Assistant

SUMMARY OF FUNCTIONS: Provide Postal Technician with daily mail duties and distribution.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. Review and document incoming and outgoing mail.	Frequent
2. Sort mail according to inmate housing location.	Frequent
3. Deliver mail within the facility.	Frequent

OTHER JOB FUNCTIONS:

Other duties as assigned.

QUALIFICATIONS:

- Over the age of 21.
- Must not be offended by pornography.
- Must have basic computer knowledge.
- Must have strong organizational, verbal, and written communication skills.
- Ability to pass local and national background checks and truth verification examination.
- Ability to complete the online CJIS Security Awareness Training.
- Complete the El Paso County Jail's orientation and probation.
- Attend Annual Volunteer Training through Programs.

LICENSES OR CERTIFICATES:

None

ORGANIZATIONAL RELATIONSHIPS:

Reports to: The Programs Manager

Supervises: None

WORKING CONDITIONS:

Work site is at the El Paso County Jail. Work performed in a highly stressful, closed environment with minimal exposure to windows. Potential exposure to violent inmates exists.