

**DOUGLAS COUNTY  
SHERIFF'S OFFICE**

**JOB TITLE: CENTRAL SHIPPING & RECEIVING/MAIL CLERK**

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<b>Exempt:</b> No	<b>Job Type:</b> 1300S
<b>Pay Grade:</b> S130	<b>Department:</b> Office of the Sheriff
<b>Approved/Reviewed By:</b> Sheriff Darren M. Weekly	<b>Date:</b> 01-10-23

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**General Duties:** Performs a variety of Justice Center security-related duties, including maintaining overall mail security for the facility and screening incoming mail and deliveries for contraband. Serves as receiving clerk and mail clerk/courier for the facility and collects department documents for shredding.

**Supervision Exercised:** None.

**Supervision Received:** Reports directly to the Community Resources Corporal.

**Examples of Duties and Responsibilities:**

- Operation of x-ray scanning equipment to examine incoming mail and deliveries for contraband.
- Implements and follows practices to maintain building safety & security.
- Maintains security of sheriff's office documents and assures that inmates have zero access to sheriff's office information.
- Receive deliveries for the sheriff's office and all entities within the justice center.
- Provides mail service for all divisions of the sheriff's office and justice center, to include pickups, mail inspection, deliveries, sorting, and routing mail. This includes special, urgent pickups and pickups or deliveries to storage sites.
- Determines correct postage, weight, and class of mail. Monitors use of bulk mail and pre-sort rates.
- Operates a county vehicle for the purpose of delivery and pickup of special and/or unusual mail and/or operation supplies.

**These duties are intended to be illustrative only and are not all-inclusive.**

**Specialized Training/Certification Required within three months of hire:**

- Building security principles/practices.
- X-ray scanning equipment.

**Basic Requirements:**

- At least 18 years of age.

- High school graduate or G.E.D.
- Knowledge of basic office methods and procedures.
- Able to pass qualifying exams and background investigation.
- Knowledge of office machines to include basic computer skills.
- Basic phone skills.
- Possession of a valid Colorado Driver's License.

**Essential Functions:**

**Language Skills:** Ability to read and interpret documents and procedure manuals. Ability to develop routine reports and correspondence. Ability to communicate effectively with Supervisors, co-workers, and the public. Ability to establish and maintain effective working relationships within the DCSO and other government agencies.

**Computer Skills:** Must have basic user-level competency with Windows PC operating systems.

**Reasoning Ability:** Ability to apply common sense to carry out detailed written and/or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Security Awareness:** Ability to apply basic physical plant security principles and practices, recognizing suspicious packages and activities.

**Work Environment:** The work environment described here is representative of working in a justice center, including exposure to inmates. While performing the duties of this job, the employees occasionally work in outside weather conditions to include shoveling of snow from sidewalk and delivery area and spreading of salt. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** Moderate physical work requiring ability to occasionally lift 50 pounds and frequently lift 10 pounds; regular lifting and carrying, regular walking, standing, bending, twisting, frequent hand/eye coordination to operate necessary equipment, vision for reading, recording, and interpreting information; speech communication to maintain communication with employees, inmates, and citizens. Works primarily in a moderately clean, comfortable environment. Frequent use of x-ray scanners, copiers, computers, and phones.

**Difficulty of Work/Consequence of Error:** Consequence of error could result in providing inaccurate information and delaying divisions in performing their specified functions. Improper release of critical information can have serious consequences that impact the sheriff's office and/or courts. Allowing contraband to enter the facility can adversely impact the safety and security of the justice center and jeopardize the safety of employees and members of the public within the facility.

**Personal Relationships:** The incumbent in this position must demonstrate the interpersonal skills necessary to work with employees and general public at all levels.

**Interpersonal Relationships:** Work involves frequent and on-going contacts with employees in the sheriff's office, court personnel, vendors, and inmates, along with the general public.

**Department Policies and Procedures:** Demonstrates a working knowledge of and compliance with Douglas County Sheriff's Office policies, procedures, and directives.

**Testimony:** Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Note:** The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.