

WICHITA COUNTY

Job Announcement



Posting Number: 2018-025

POSITION: Mailroom Clerk

LOCATION: Wichita County Sheriff's Office (WCSO)
900 7th Street, Room 100
Wichita Falls, Texas 76301

SUPERVISOR: Supervisor of Administration

HOURS: 8:00 A.M. TO 5:00 P.M., Monday - Friday
(Occasional night, weekend and holiday hours may be required.)

SALARY: Up to \$2,100.70 per Month

POSTING DATE: September 11, 2018

CLOSING DATE: September 26, 2018

► **JOB SUMMARY:**

The Mailroom Clerk position involves daily contact with members of the public and is responsible for processing inmate mail. This position reports to the Supervisor of Administration and receives daily supervision. The Clerk may receive specific direction from the Special Projects Lieutenant, Jail Administrator, Office Manager, Deputy Chief, Chief Deputy and/or the Sheriff. This position has no supervisory responsibility.

► **ESSENTIAL DUTIES:**

- Consistently processes all incoming daily mail in accordance with the Wichita County Inmate Correspondence Plan.
- Makes independent decisions to determine if individual pieces of mail comply with requirements of the Inmate Correspondence Plan.
- Makes adjustments to regular work routine to prioritize the handling of large volumes of mail, as required.
- Communicates effectively with agency command staff when addressing issues related to mail.
- Identifies contraband sent in mail and reports the breach to the proper agency authority.
- NOTE: The duties listed above are intended only as examples of some aspects of the work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position and is assigned by a supervisor.

► **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age.
- Must have a high school diploma or GED equivalent.
- Must have a valid Texas Driver's License.
- Must be able to demonstrate basic familiarity with Microsoft Office – Word, Excel and Outlook.
- Must be able to input data into a computer with minimal errors.
- Must be courteous and able to conduct self in a professional manner.
- Must be able to communicate effectively with others in English, both verbally and in writing.
- Must be able to read and comprehend simple instructions, correspondence and memos.
- Must be able to apply common sense and understanding when carrying out moderately detailed instructions.
- Must possess the ability to identify problems related to the daily processing of inmate mail and develop effective solutions.
- Must be able to write simple correspondence and communicate simple ideas within the WCSO and to other local governmental agencies.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County. Must have no convictions for felonies or misdemeanors involving moral turpitude.

► **WORKING CONDITIONS and PHYSICAL REQUIREMENTS:**

- Must be able to work in a high-stress environment.
- Regular attendance and punctuality is mandatory.
- Must be physically able to perform various motor movements during the normal workday to include standing, sitting and walking. May be required to climb and/or balance, kneel, squat, bend, stoop, crawl, push, pull, twist, grasp, squeeze and lift.
- Must be able to use hands and fingers to handle and feel envelopes and packages, reach with hands and arms and talk and hear. Must have full use of all extremities.
- Must be physically able to regularly lift and move loads weighing up to 20 pounds and occasionally lift and/or move loads weighing up to 80 pounds.
- The working environment is typically an office setting. Occasionally the Mailroom Clerk may be required to work in an environment where the risk of exposure to blood borne pathogens and other health hazards require immunization against such exposures.
- The working environment may have elevated noise levels, fumes and airborne particles.
- Must observe and comply with Wichita County's NO SMOKING policy in all County-owned buildings, offices, vehicles, motor driven equipment and on property designated as NO SMOKING areas.

► Applicants should submit a completed **Employment Application and Personal History Statement**, along with all original or certified copies of documents listed on page 2, number 6 of the personal history statement.

APPLY TO: **Wichita County Human Resources Office**
900 7th Street, Room 132
(940) 766-8108 Telephone
(940) 766-8277 FAX

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301.