

**AVENAL STATE PRISON
MAILROOM
OFFICE ASSISTANT
DUTY STATEMENT**

DESCRIPTION:

The Avenal State Prison mailroom is responsible for processing all staff and inmate mail. This includes incoming and out-going packages and mail. Each piece of mail requires individual handling and screening in order to maintain the safety and security of the Institution. The Office Assistant (Typing) is responsible for processing an entire facility's incoming mail. Also the position has other duties which they are responsible for completing on a daily basis. The duties include but not limited to sorting and pitching (placing in proper bin) all incoming inmate as well as Institutional Staff mail. Inspect each piece of mail to ensure that it meets all the Departmental requirements for safe delivery. All inmate property which is prohibited by Departmental policy is logged and stored until the inmate responds to written notification. Prepare incoming and outgoing legal mail for proper delivery. This includes identifying the mail and ensuring the mail meets the criteria to be handled as legal mail. Log the mail in the legal mail log book. Identify all non inmate mail and ensure it is placed in the proper location for delivery.

DUTIES:

- 35%** Sort and process all incoming and out-going inmate and staff mail. Log and account for all inmate property inmates cannot receive.
- 30%** Assist in pitching all incoming mail to ensure it gets placed in the appropriate processing location.
- 20%** Maintains other responsibilities assigned to each employee. Process incoming and out-going legal mail. Process inmate and staff packages. Sort and log all inmate money orders.
- 15%** Maintain logs and records which are maintained in the mailroom. Attend In-Service Training classes. Perform other duties as required.

Employee's signature Date

Supervisor's signature Date

Classification & Pay Analyst Date