



## El Paso County (CO) Intake and Release Specialist

<b>SALARY</b>	\$60,174.40 - \$61,651.20 Annually	<b>LOCATION</b>	Colorado Springs, CO
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2400022
<b>DEPARTMENT</b>	Sheriff's Office	<b>OPENING DATE</b>	01/13/2024
<b>CLOSING DATE</b>	1/28/2024 11:59 PM Mountain		

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*[Need more information on completing a job application? See the EPC Application process here.](#)*

### Job Summary

*Please be advised this position may close on or after 01/15/2024, without advance notice, should we receive a sufficient number of applicants.*

Salary to be commensurate with qualifications

**This is an in-person position and is not eligible for remote work. This position has an anticipated work schedule of 5 consecutive days in a row, 6:30am - 2:30pm, 1:50pm -9:50pm / 9:10pm - 6:50am, subject to change. Under FLSA guidelines, this position is non-exempt.**



# Employment Benefits

## Work Life Balance

- 12** Vacation days (96 hours)
- 3** Personal days (24 hours)\*  
\*prorated based on start date
- 12** Sick days (96 hours)
- 11** Holidays

## Additional Benefits:

- Medical, Dental, Vision, and Life Insurance
- Employee Fitness Centers
- 2 Onsite Health Centers
- Defined Benefit Retirement Plan
- 457 Deferred Compensation Plan
- Tuition Reimbursement
- Public Service Student Loan Forgiveness eligible employer
- Employee Assistance Program
- Long & Short-term Disability Benefits

[www.elpasoco.com/benefits](http://www.elpasoco.com/benefits)

Processes arrest documents, court paperwork and personal history of detainees. Responsible for ensuring lawful detention and release of individuals from custody. Ensures accuracy of arrest information provided by arresting officer or appropriate agency. Ensures correct paperwork and inmate identification for releases. Ensures prompt processing of detainees for admission to and release from the Sheriff's Office detention facilities. Collects proper processing and bonding fees as appropriate. Assists in other areas as needed.

## Essential Duties/Responsibilities

- Verifies that charging documentation and committal paperwork match. Ensures that probable cause affidavits are properly notarized and all documents have original signatures. Verifies that all money and property arriving in the facility are accurately counted and logged. Distributes proper paperwork to courts, Colorado Springs Police Department Records and Identification Section and Pre-Trial Services. Contacts medical unit, if necessary, to respond and evaluate detainees who may require medical treatment or clearance to be accepted into the facility.
- Communicates with deputies, administrative technicians, bookkeepers, classification counselors, medical staff and property technicians to ensure that important information about detainees is shared with necessary persons to ensure facility safety and security, state statutes and constitutional rights are not violated or compromised.
- Responds to inquiries from the public and detainees regarding jail policy, bonding information and receipt of funds for detainee accounts.

- Contacts and communicates, as needed, on a regular basis with members of the public, arresting officers, Colorado Springs Police Department Identification clerks, officers of the court, bonds persons, United States Immigration and Customs Enforcement (ICE) agents, and probation and parole officers to gather and share important admit and release information. During shift change completes filing of admits and releases.
- Updates files on nightly releases. Teletypes other agencies to request inmate transfer when additional holds are in place and local charges are complete.
- Runs all scheduled releases, bonding or court ordered, for warrants. Locates and/or confirms warrants
- Accurately accounts for all monies used for bonds, fine and costs and bonding and processing fees. Writes cash bond receipts and bond documents. Accepts money for inmate accounts and prepares receipts.
- Completes formal computer admit, ensuring that charges, correct classification of charges, bond amounts, court dates and court divisions are accurately entered into the detainee's formal admit record.
- Performs in-custody bookings. Calls Parole and/or Probation Officers for holds. Completes courtesy hold paperwork (money, property, and hold form).
- Performs victim notification upon release of suspect, if required.
- Completes letters to courts for stay of executions who fail to show. Answers telephones and gives bonding information.
- Performs other duties as required.

## **Qualifications**

### **Knowledge, Skills, and Abilities:**

- Must be honest, truthful and trustworthy and possess a high degree of personal integrity.
- Ability to comprehend and accurately maintain a variety of detailed records and information.
- Must have ability to acquire thorough knowledge of legal criminal statutes.
- Ability to perform accurate data entry and organize paperwork.
- Ability to use office equipment including telephone, teletype, computer, typewriter, calculator, fax machine, copier, digital fingerprint scanner and digital photography equipment.
- Maintain regular and punctual attendance.

### **Required Education and Experience:**

- High school diploma or equivalent education.

### **Preferred Education and Experience:**

- College degree in criminal justice or related field.

### **Licenses/Certificates:**

- Must obtain and maintain Criminal Justice Information System (CJIS) Compliance within six months of employment.

**Pre-Employment Requirements:**

- Must pass conditional post offer background investigation, truth verification examination, drug screen, and physical examination.

**Work Conditions**

Duties are performed in a highly stressful, closed environment with minimal exposure to windows. Potential exposure to violent inmates, use of foul and disrespectful language, offensive smells, excessive noise, body fluid and airborne pathogens. Ability to safely lift and carry up to fifty pounds frequently.

**VISION**

El Paso County will be a trusted regional leader known for excellence in county service delivery.

**PURPOSE**

We provide essential public services to the Pikes Peak Region in support of our residents, businesses, and communities, enhancing the freedom for all to thrive.

**El Paso County is an E-Verify and Equal Opportunity Employer.**

**El Paso County adheres to Federal drug screening guidelines and requires a pre-employment drug screen.**

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**Agency**

El Paso County (CO)

**Department**

Sheriff's Office

**Address**

El Paso Office of the Sheriff  
27 East Vermijo Avenue  
Colorado Springs, Colorado, 80903

**Website**

<https://www.epcsheriffsoffice.com/>

## Intake and Release Specialist Supplemental Questionnaire

### \*QUESTION 1

**How did you learn of this position?**

- ☐ El Paso County Website
- ☐ Indeed.com
- ☐ Employee Referral
- ☐ Social Media (Twitter/Facebook)
- ☐ LinkedIn
- ☐ University/College Career Site
- ☐ Industry-specific Career Site
- ☐ Professional Membership Career Site
- ☐ Career Fair
- ☐ Other

### \*QUESTION 2

**Please select your highest level of education.**

- ☐ High school diploma or equivalent education
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctoral Degree
- ☐ None of the above

### \*QUESTION 3

**Do you have a college degree in criminal justice or related field?**

☐ Yes

☐ No

**\*QUESTION 4**

The Sheriff's Office employs a "non-release" hostage policy. This means that in the event you are taken hostage, either inside or outside of a Sheriff's Office facility (vehicles included), we would do everything within our power in order to secure your release; however, we would never release an inmate or prisoner. Can you work in an environment that operates under a policy such as this?

☐ Yes

☐ No

\* Required Question