



El Paso County (CO) Property Custodian

SALARY	\$57,262.40 - \$58,136.00 Annually	LOCATION	Colorado Springs, CO
JOB TYPE	Full-Time	JOB NUMBER	2500265
DEPARTMENT	Sheriff's Office	DIVISION	Detention Bureau
OPENING DATE	05/27/2025	CLOSING DATE	6/10/2025 11:59 PM Mountain
FLSA	Non-Exempt		

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

Job Summary

Salary to commensurate with qualifications

The Sheriff's Office provides public safety at all times and therefore every position is deemed essential. All positions are in-person and not eligible for remote work. Every position is also subject to recall based on the needs of the Office to keep the community safe.

This position has an anticipated work schedule of:

Shift 1: Day Shift – Tuesday – Saturday: 0630 – 1430 hours (6:30am – 2:30pm)

Shift 2: Day Shift – Sunday – Thursday: 0630 – 1430 hours (6:30am – 2:30pm)

Shift 3: Swing Shift – Tuesday – Saturday: 13:50 – 2150 hours (1:50pm – 9:50pm)

Shift 4: Swing Shift – Sunday – Thursday: 13:50 – 2150 hours (1:50pm – 9:50pm)

Shift 5: Midnight Shift – Wednesday – Saturday: 2110 – 0710 hours (9:10pm – 7:10am)

Shift 6: Midnight Shift – Sunday – Wednesday: 2110 – 0710 hours (9:10pm – 7:10am)

Subject to Change.

Under FLSA guidelines, this position is non-exempt.

Please be advised this position may close without advance notice, should we receive a sufficient number of qualified applications.



Employment Benefits

Work Life Balance

- 12** Vacation days (96 hours)
- 3** Personal Holidays (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

Receives, monitors, maintains, and releases inmate property entrusted to the care of the El Paso County Sheriff's Office during incarceration; maintains related records and logs. Communications with the public, inmates, and other agencies.

Essential Duties/Responsibilities

- Maintains general organization of the property room in the detention facility. Tracks all inmate property while incarcerated in the detention facility.
- Receives property from the intake and release area after inmate has been booked and property inventoried. Verifies inventory, cleans soiled property, and issues bedding material, inmate cup, and personal hygiene items to inmates. Places inventory into property bag and stores in property room.
- Communicates with the public, inmates, and other agencies concerning inmates' property. Accepts authorized property items from the public for inmates and issues receipt. Releases inmate property to the public at inmates' request.
- Monitors inmates in processing room awaiting release. Inventories and releases inmate property upon inmates' release from detention facility. Provides to released inmates any unclaimed, available clothing from lost and found, if needed.
- Maintains supplies of inmate uniforms, bedding, personal hygiene supplies, and cleaning material for property room.
- Ensures only authorized personnel enter property room.
- Maintains lost and found inventory log. Searches by computer to locate property owner. Stores lost and found items in a secure location.
- Assists officers or deputies executing a search warrant with searching through inmates' property during a specific investigation.
- Prepares and identifies inmate property to be transferred with inmate to DOC or other facility.
- Assists Intake and Release section in performing tasks when necessary.
- Performs other duties as required.

Qualifications

Knowledge, Skills, and Abilities:

- Knowledge of record keeping systems.
- Must be honest, truthful, trustworthy and possess a high degree of personal integrity.

- Must possess excellent customer service, organizational, planning, and administrative skills.
- Ability to communicate and work effectively with co-workers, inmates, other agencies, community professionals, court personnel, and the public.
- Ability to perform under pressure when confronted with persons acting under stress.
- Ability to assess situations and make prudent and appropriate decisions; ability to apply conflict resolution and problem-solving skills.
- Ability to accurately and efficiently complete paperwork, reports, and documentation.
- Ability to operate a clothes washer and dryer.
- Ability to use office equipment, including telephone, teletype, computer, calculator, fax machine, and copier.
- Maintain regular and punctual attendance.

Required Education and Experience:

- High school diploma or equivalent education.
- Minimum two years of clerical experience, including experience in inventory of items.
- Any equivalent combination of related education and work experience that satisfy the requirements of the job will be considered.

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, Tuberculosis testing, and physical examination.

Work Conditions

Duties are performed in a highly stressful, closed detention facility 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. Must be able to work shifts, weekends, and holidays. Must be able to safely lift and carry up to 50 lbs. Sheriff's Office employees must complete tuberculosis testing as applicable to the specific position prior to job assignment and periodic testing thereafter.

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.

Employer

El Paso County (CO)

Department

Sheriff's Office

Address

El Paso Office of the Sheriff
27 East Vermijo Avenue

Property Custodian 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
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree
- ☐ None of the Above

*QUESTION 3

If you've obtained a degree, what field of study is your degree in? If not applicable, please put N/A.

*QUESTION 4

Do you have a minimum of two years of clerical experience?

- ☐ Yes
- ☐ No

*QUESTION 5

Please briefly describe your clerical experience.

*QUESTION 6

Do you have experience with inventorying items?

☐ Yes

☐ No

***QUESTION 7**

Please briefly describe your experience inventorying items. If not applicable, please put N/A.

***QUESTION 8**

Please describe your experience with any record-keeping systems and/or computer programs. If not applicable, please put

***QUESTION 9**

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**