

**State of Washington
Dept. of Corrections
invites applications for the position of:
Mail Processing Driver (CBCC)**



SALARY: \$3,219.00 - \$4,257.00 Monthly

OPENING DATE: 03/01/23

CLOSING DATE: 03/08/23 11:59 PM

DESCRIPTION:



Mail Processor Driver
Full-Time, Non-Permanent
Clallam Bay Corrections Center (CBCC)

The Washington State Department of Corrections is seeking highly motivated and talented individual for the position of Mail Processor Driver at Clallam Bay Corrections Center (CBCC).

Clallam Bay Corrections Center is a 900 bed male facility located on the point of the Olympic Peninsula. It is 50 miles west of Port Angeles and looks out over the Strait of Juan de Fuca at Vancouver Island. This facility houses medium and close custody offenders. CBCC also operates an Intensive Management Unit.

Whether the work is inside a prison, in community corrections, or in an administrative office, the Washington State Department of Corrections professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society.

DUTIES:

Mail Processor - Driver assigned to the Clallam Bay Correctional Center Mailroom will perform a full range and various levels of security work to ensure the safety and security of a correctional institution, staff and the public. The position provides safety and security for the facility by processing incoming and outgoing mail, legal mail, parcels, packages and EMessages for all offender and staff in support of the Department of Corrections.

- Visually scan all incoming items for potential explosive devices, biological agents as well narcotics or unknown substances.
- Identify individual legal mail and process per DOC policy.
- Open the incoming incarcerated individuals' mail, search their outgoing mail, and inspect all mail for compliance with current policies, WAC's and RCW's.
- Log all incoming and outgoing packages.
- Identify, document and report contraband.
- Reject restricted items in accordance with policy and procedures governing mail and make the necessary notifications of rejection.

- Work with the facilities Internal Investigation Unit on all current investigations as well as notify them of information gained in reviewing the mail.
- Review eMessages on the JPAY website and review publications for compliance with current policies and procedures.
- Operate various mail processing equipment such as the Auto Clear Xray Machine and the Mail Meter Machine.
- Provide customer service, respond to CEPrisons, kites and other communications as necessary.
- Utilize the currently assigned vehicle to retrieve and deliver the mail to the appropriate areas.

Working Conditions:

The job of the Mail Processing - Driver may be stressful due to the requirement to meet policy driven mail timelines and to read material that may be offensive or graphic.

May be exposed to illegal narcotics, explosives, unknown substances, and weapons.

Will be exposed to explicit content in written and pictorial form in regular mail and eMessages.

Position requires sitting, standing, walking, driving, occasionally lifting up to 50 lbs. with or without assistance, frequently lifting up to 25 lbs. Bending at the waist, kneeling, squatting, reaching, and pushing mail carts.

QUALIFICATIONS:**REQUIRED QUALIFICATIONS:**

- High School Diploma or GED equivalent.
- Possession of a valid, unrestricted motor vehicle operator's license.

DESIRED QUALIFICATIONS:

- Prior mail processing experience.
- Experience using the Microsoft Office Programs.

SUPPLEMENTAL INFORMATION:

Vision: *Working together for safer communities.*

Mission: *Improving public safety by positively changing lives.*

Our Commitment: *To operate a safe and humane corrections system and partner with others to transform lives for a better Washington.*

DOC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran, veteran status, genetic information, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

Covid-19 Vaccine Requirement

Employees of the WA State Department of Corrections (DOC) are required to be fully vaccinated against COVID-19 as a condition of employment. Any offer of employment is contingent upon verification of your vaccine status. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. You may request an accommodation if you are unable to meet this requirement due to a medical or religious necessity.

IMPORTANT NOTES:

- Please include a minimum of three (3) professional references with your application. A professional reference is defined as an individual who has been paid to supervise your work and can attest to your work performance, technical skills, and job competencies. If you do not have any or sufficient professional references, please include non-related professionals, such as educators or other professional associates. ****Please note: *Phone number AND email address are required for all professional references.***
- A background check including criminal record history will be conducted prior to a new hire. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.
- Employees may work directly with or near incarcerated individuals in a potentially hazardous setting. Please consider this when deciding whether to apply.
- We are committed to maintaining a drug and alcohol-free work environment, and our employees are expected to comply with all state and federal laws. A pre-employment drug test may be administered as part of the selection process, and applicants who test positive for any controlled substances, will be disqualified from consideration.
- Oleoresin Capsicum (OC) is an aerosol pepper spray made available as a means of self-defense and/or de-escalation. Applicants with sensitivities or allergies are encouraged to ask about the level of exposure they could expect in this position.
- Animal care projects are a common component of most Washington State prisons, including dog and cat programs. Applicants with animal sensitivities or allergies are encouraged to ask about the level of exposure they could expect in this position.
- Tuberculosis (TB) is a priority health issue for DOC employees. The successful candidate may be required to provide valid proof of a baseline TB skin test within 60 days from the date of hire. When positive tests result, further information, testing and treatment will also be required. Employment is not contingent upon test results.
- This position may be represented by a bargaining unit.

What We Offer:

As an employee of the Department of Corrections, your work-life integration is a priority. Washington State employees are offered one of the most inclusive and competitive benefits packages in the nation. Besides comprehensive family insurance for medical, dental, and vision, these perks also may include:

- Remote/telework/flexible schedules (depending on position)
- Up to 25 paid vacations days a year
- 8 hours of paid sick leave per month
- 12 paid holidays a year
- Generous retirement plan
- Flex Spending Accounts
- Dependent Care Assistance
- Deferred Compensation and so much more!

For questions about this recruitment, or to request reasonable accommodation in the application process, please email tabitha.reyes@doc.wa.gov or call (360) 460-9552. For TTY service, please call the Washington Relay Service at 7-1-1 or 1-800-833-6388.

Mail Processing Driver (CBCC) Supplemental Questionnaire

* 1. Do you have a high school diploma or GED?

- Yes
 No

* 2. Do you have a valid driver's license?

- Yes
 No

- * 3. How much experience do you have in the mailroom operations to include sorting, screening and distributing mail?
- I have no experience in this
 - I have less than 12 months experience.
 - I have at least 12 months experience.
 - I have at least 24 months experience.
 - I have at least 36 months experience.
- * 4. How much clerical experience do you have, including but not limited to keyboarding, data entry, filing and using Microsoft Office Programs?
- I have less than 6 months experience.
 - I have 6 to 11 months experience.
 - I have 12 to 23 months experience.
 - I have 24 to 35 months experience.
 - I have 36 months or more experience
- * 5. How much experience do you have working in a fast-paced environment where you were required to manage multiple demands and prioritize accordingly while ensuring all tasks were completed in an accurate manner and deadlines were met?
- I have no experience of this.
 - I have less than 12 months experience.
 - I have at least 12 months experience.
 - I have at least 24 months experience.
 - I have at least 36 months experience.
- * 6. Are you willing and able to lift items weighing up to 50 pounds, with or without assistance? Due to the nature of the job duties assigned, mechanical lifting equipment is not an option in all situations.
- Yes.
 - No.
7. Select the answer below that best describes your experience with Microsoft Office Excel.
- Beginner (little or no experience, but interested and willing to learn)
 - Developing (working knowledge and ability to perform the most basic functions of this software.)
 - Skilled (solid knowledge of this software and its capabilities, using it frequently)
 - Expert (exceptional knowledge and experience with this software and can utilize its capabilities to their fullest.)
8. Select the answer below that best describes your experience with Microsoft Office Word.
- Beginner (little or no experience, but interested and willing to learn)
 - Developing (working knowledge and ability to perform the most basic functions of this software.)
 - Skilled (solid knowledge of this software and its capabilities, using it frequently)
 - Expert (exceptional knowledge and experience with this software and can utilize its capabilities to their fullest.)
9. Please select the level of experience you have working in an adult correctional environment.
- 0-11 months of this experience.
 - 12-23 months of experience.
 - 24+ months of experience.
- * Required Question