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MDC Mail Processor

JOB CODE	JOB FAMILY	PROFILE
JCV116	**Business Services & Support**	**MDC Mail Processor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**April 10, 2026**

The MDC Mail Processor, under direct supervision, collects, inspects, logs, and processes incoming/outgoing mail; distributes mail in a timely manner and reviews outgoing mail adhering to MDC policies and procedures.

Job Description

DUTIES AND RESPONSIBILITIES

- Opens, date stamps, sorts, inspects, bundles, and logs all incoming mail for detainees and/or inter-office mail; inspects outgoing mail in compliance with facility policy.
- Inspects incoming and outgoing correspondence in adherence to MDC policy; refers any suspicious mail to supervisor for further evaluation.
- Answers and responds to complaints and/or grievances and may respond to appeals from inmates on the delivery of mail process.
- Receipts incoming mail containing money orders, checks, cash, etc. in adherence to MDC policy for distribution.
- Distributes all inter-office mail for the facility and detainees.
- Collects daily mail from the facility mail drop box from Monday- Friday (except on holidays).
- Enters and maintains accurate information on all mail received and delivered and may report on audit logs.
- Delivers/picks up inter-departmental and U.S. daily for on-site locations.

- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Knowledge of standard office procedures and practices.
- Ability to lift and carry objects, such as mail bags, of light to moderate weight.
- Ability to perform basic math computation using a calculator.
- Ability to read and write legibly in English.
- Ability to follow oral and written instructions.
- Ability to communicate in both oral and written English.
- Ability to work cooperatively with supervisors, co-workers, and other personnel.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed primarily indoors, estimated at 95%.
- Indoor duties are performed in a temperature-controlled environment.
- Typically, indoor duties are performed on an even surface, which may be concrete, tile or carpet.
- Outdoor duties may be performed on an uneven surface such as concrete or asphalt, which may be dry or wet.
- Worker will be exposed to natural weather conditions when working outdoors.

- Potential hazards include personal injury when using the letter opener or the mail machine. Most duties are performed under direct supervision.
- Worker may perform certain duties as a part of a select team of individuals.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of duties includes calculator, computer, typewriter, telephone, photocopy machine, and facsimile machine.
- Additional equipment used includes a two-wheeled dolly, letter opener, mail machine, microfilm reader and printer. County vehicles are used on an as needed basis.

SUPPLEMENTAL INFORMATION

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to communicate clearly with all co-workers and the general public.
- Must be able to follow instructions and take responsibility for completion of assignments.
- Must be able to perform basic mathematical calculations.

PHYSICAL FUNCTIONS

- Work is primarily sedentary with opportunities to stand/walk as needed typically being available throughout the day.
- Must be able to stand/walk for short distances.
- Must be able to kneel and crouch for short periods as needed, on an occasional basis.
- Must be able to bend at the waist and twist/rotate waist as needed.
- Must be able to work with arms bent on a frequent basis when working at the computer terminal or using the equipment listed above.
- Must be able to lift and carry up to 30 pounds for a distance of approximately 200 feet.
- Must be able to push/pull a dolly with an estimated weight up to 375 pounds for a short distance.
- Must be able to use hands/fingers to grasp/manipulate equipment necessary to perform essential duties such as telephone, paperwork, and manuals.
- Must be able to use fine finger dexterity and implement eye-hand coordination to operate computer terminal, mail machine, and letter opener.

- Must have sufficient eyesight to perform essential duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.