



**STATE OF UTAH**  
invites applications for the position of:

## **Warehouse Worker II - Mail & Property**

**SALARY:** \$12.46 Hourly  
**OPENING DATE:** 03/21/19  
**CLOSING DATE:** 04/01/19 11:59 PM  
**NUMBER OF OPENINGS:** 2

**BENEFITS:**

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL BACKGROUND CHECK:**

You must successfully pass a criminal history check.

**DRIVER LICENSE REQUIREMENTS:**

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:  
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL ADDRESS:**

Utah State Prison - Mail & Property 14425 S. Bitterbrush Lane  
 Draper, UT 84020

**RECRUITER CONTACT INFORMATION:**

Erin Rhead ~ 801-545-5504 ~ erhead@utah.gov

**OVERTIME EXEMPT:**

No

**SCHEDULE CODE:**

B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**FMLA NOTIFICATION:**

FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered

employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or <https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf> (Spanish)

## JOB DESCRIPTION:

If you like to work as a team in a busy environment then this job is for you. The Utah Department of Corrections is looking for an experienced **Warehouse Worker II**, to work with the mail and property team.



### Principal Duties

A Warehouse Worker II works in a general warehouse environment ensuring there is an adequate supply of materials available. They assist with mailroom functions, sorting, and delivering mail. Other duties include:

- Working in a prison facility and dealing with inmate security issues.
- Ordering, receiving, inspecting, and storing equipment, merchandise, commodities, materials, and supplies.
- Maintaining accurate records and logs.
- Receiving, shipping, stocking, and maintaining warehouse inventory in a State warehouse or prison facility.
- Conducting regular and/or spot check inventories of merchandise, supplies and equipment.
- Loading and unloading materials, supplies, and equipment.

### The Ideal Candidate

The ideal candidate for this position is someone who:

- Can lift 50 lbs.
- Is comfortable working in a prison facility environment.
- Understands warehouse procedures and techniques, including sorting and stacking.
- Has a valid Utah drivers license.
- Can operate, maneuver, navigate, and drive vehicles.
- Can pass a criminal background check.

### Why You Should Join Our Team

This is an exciting time for Corrections as we take the lead in the historic overhaul of our criminal justice system. As one of the State's largest agencies, we are constantly on the lookout for high-character people. You will receive great health and retirement benefits, as well as generous paid time off so you can spend more time with your family and have a positive work-life balance. This is an outstanding opportunity for an outstanding individual. Click [here](#) to see a summary of the benefits that we offer.

### The Agency

#### Our Mission

Our dedicated team of professionals ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment.

**For additional information about the Utah Department of Corrections please go to this link.** <http://www.corrections.utah.gov/>

## SUPPLEMENTAL INFORMATION:

- Risks which require the use of special safety precautions and/or equipment, e.g., working around operating machines, working with contagious diseases or hazardous chemicals, etc.
- The work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, defending oneself and/or others against physical attack.
- DHRM rules regarding promotions and transfers apply to current state of Utah employees.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #19316  
WAREHOUSE WORKER II - MAIL & PROPERTY  
ER

2120 State Office Building  
Salt Lake City, UT 84114  
801-538-3025

[statejobs@utah.gov](mailto:statejobs@utah.gov)

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## Warehouse Worker II - Mail & Property Supplemental Questionnaire

- \* 1. Please indicate how you heard about this specific job posting.
- State Jobs
  - An External Job Posting Site (Indeed, LinkedIn, etc.)
  - Social Media (Facebook, Twitter, etc.)
  - Advertisement (Newspaper, Internet, Radio, etc.)
  - Professional Network
  - University Network (Career Center)
  - Referred by a Friend or Colleague
  - Contacted by a Recruiter
  - Career Fair
  - Internal communication from a State Agency that employs me - State employees only
  - Other
- \* 2. The interview selection process is based on your answers to the application questions. Failure to answer the application questions appropriately may result in disqualification. Your answers to the questions on this application must be supported by your resume otherwise you may not receive credit. "See resume" is not an acceptable answer to any question.
- I acknowledge that I have read the statements above.
- \* 3. This position will be working from an area located in the Utah State Prison. Are you willing to work in an institutional/prison setting, where you may have minimal contact with inmates?
- Yes
  - No
- \* 4. Employment working in a public safety/law enforcement environment requires a criminal history check (BCI) that will be conducted before a final offer of employment. \*If you are a current or past employee, your file will be reviewed as part of the hiring process.

- I acknowledge that I have read the statements above.
- \* 5. The essential functions of this position include but are not limited to: driving a small truck/van, lifting 50 pounds, bending, loading trucks, unloading trucks, etc. Are you able to perform these functions?
- Yes  
 No
6. If you answered 'Yes' to question # 3, please describe your experience, including specific job titles and responsibilities, as well as the length of time performing in each position(s).
- \* 7. Rate your level of computer skills using email, Internet, Microsoft Office Suite (Excel, Word, PowerPoint, etc.) and databases in a professional office setting.
- No experience  
 Limited experience  
 Moderate experience  
 Extensive experience
- \* 8. Please rate your experience handling bulk mail and packages.
- No experience  
 Limited experience  
 Moderate experience  
 Extensive experience
- \* 9. Please describe your experience handling bulk mail and packages.
- \* 10. Please rate your work experience with data entry.
- No experience  
 Limited experience  
 Moderate experience  
 Extensive experience
- \* 11. Please describe in detail your work experience with data entry.
- \* 12. Please rate your experience sorting large quantities of items.
- No experience  
 Limited experience  
 Moderate experience  
 Extensive experience
- \* 13. Please describe your experience sorting large quantities of items.
- \* Required Question