

CLASS SPECIFICATION

Yuba County

April 2006

CLASS TITLE: Commissary Assistant

FLSA STATUS: Non-exempt

JOB SUMMARY:

Performs a variety of standard office support duties related to the operation of the County Jail commissary, including accounting, inventory stocking and maintenance and distribution of items to inmates; serves as backup support to monitor inmate visitations and performs related work as assigned.

CLASS CHARACTERISTICS:

This is a single-position specialized office support class that maintains the commissary for inmates at the County Jail. Duties are performed within the confines of a detention facility and at times require working directly with and around inmates.

EXAMPLES OF DUTIES:

Essential:

- Processes inmate commissary orders by pulling stock, bagging and distributing orders and items to County Jail inmates.
- Inputs data into the automated commissary accounting system to maintain fiscal controls and inventory levels.
- Orders and unpacks replacement stock; maintains stock area in a clean and orderly condition.
- Conducts a regular physical inventory to reconcile stock levels.
- Reviews automated reports and resolves accounting and stock level discrepancies.
- Maintains accurate records and files related to assigned work.
- Prepares reports related to commissary activities on a periodic basis.
- Periodically serves as inmate visitations clerk.
- Delivers commissary items and order forms to inmates.

Important:

- Uses standard office equipment, including a computer, in the course of the work.

QUALIFICATIONS:

Knowledge of:

Standard office practices and procedures and the operation of office equipment, including a computer.

Principles and practices of financial record keeping.

Practices and methods of inventory control and storekeeping.

Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

Understanding and following oral and written directions.
Making accurate arithmetic calculations.
Maintaining the commissary area in a clean and orderly condition.
Maintaining accurate financial and inventory files and preparing clear and accurate reports.
Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Physical Demands:

- Mobility to work in a typical office and stockroom setting,
- Strength to lift supplies weighing up to 20 pounds.
- Standing, walking and pushing carts in correction facility on concrete floors.
- Dexterity to use a computer and standard office equipment.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Shift work including nights, weekends and holidays.
- Pass a detailed background investigation

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Equivalent to graduation from high school and one year of general office assistance or retail clerk/stocker experience.

PREFERRED: In addition to the above minimum, additional years of reliable work experience.

This class description lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.

Dept Initials: _____
Date: _____

Cindy Clark 4/28/06

Personnel Initials: _____
Date: _____