

CLASS SPECIFICATION



CLASS: Commissary Assistant
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: October 1995
Revised: October 2021

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.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

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.
- Policies and procedures of the Sheriff's Department.

Skill in:

- Making accurate arithmetic calculations.
- Maintaining accurate financial and inventory files and preparing clear and accurate reports.
- Dealing successfully with the public, in person or over the telephone, occasionally where relations may be confrontational and strained.
- Functioning calmly in situations that require a high degree of sensitivity, tact and diplomacy.

- Communicating effectively orally and in writing.
- Maintaining professional demeanor and response in dealing with individuals from various socio-economic, ethnic and cultural backgrounds.

Ability to:

- Understand and follow oral and written directions.
- Communicate effectively and efficiently verbally and in writing; follow and issue verbal and written communications.
- Maintain the commissary area in a clean and orderly condition.
- Work as a member of a team in a unified team environment; work effectively with co-workers, volunteers and other County staff.
- Deal successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- Mobility to work in a typical office and stockroom setting,
- Strength to lift supplies weighing up to 40 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.

Work Environment:

- Shift work including nights, weekends and holidays.
- May require working directly with and around inmates in a secured correctional facility.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Shift work including nights, weekends and holidays.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and/or credit check prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

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 specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

[Dept] Approval: Department Head
Date:

Signature: _____

Human Resources Approval: Analyst
Date:

Signature: _____

EEOC: F
WC: 9410

Established: October 1995
Revised: May 1996;
April 2006;
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