

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

COMMISSARY STORE MANAGER

JOB GRADE: 12

JOB CODE: 368

Department: Sheriff
Reports To: Chief Clerk - Sheriff
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 185.167-010

JOB DESCRIPTION

Operate the Jail Commissary by filling orders of inmates, and purchasing merchandise to stock commissary. Keep records of inmate funds, prepare weekly financial reports and monthly inmate reports, credit inmate accounts when money is received for inmate, review and pay invoices for purchases, compile medical, prescription and dental inmate charges. Issue check to departing inmates for funds in account.

ESSENTIAL JOB FUNCTIONS

- A. Operate Jail Commissary by filling inmate orders and making purchases of merchandise:
1. Distribute orders to inmates.
 2. Check orders with merchandise received in order to assure that the merchandise is in accordance with that ordered.
 3. Respond to inmate grievances and resolve if possible.
 4. Communicate with inmates and inmate families on Commissary related matters.
 5. Maintain inventory records on merchandise of commissary.
- B. Establish inmate accounts, make deposits, perform daily cash reconciliations, and prepare reports:
1. Set up and maintain inmate accounts by deducting for commissary goods or medical services, and credit any deposits made for inmate.
 2. Ensure that indigent inmate accounts are set up and handled in accordance with established procedures.
 3. Prepare daily cash reconciliations.
 4. Prepare monthly inmate account report.
- C. Perform other administrative tasks as assigned:
1. Administer inmate phone system.
 2. Coordinate and oversee video visitation for inmates.
 3. Coordinate and oversee the trustees program.
 4. Manage all ordering related to the commissary and maintain inventory.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Business English, spelling, and basic mathematics sufficient to make calculations.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of basic filing systems and coding methods.
- Knowledge of principles of accounting.
- Knowledge of general auditing procedures.
- Knowledge of computer operations and software, such as Microsoft Excel and Microsoft Word.
- Knowledge of storekeeping methods and practices.
- Knowledge of standard operating procedures of the Sheriff's department.
- Ability to communicate both verbally and in writing.
- Ability to read and comprehend departmental rules, regulations, procedures and instructions.
- Ability to establish and maintain accurate records of accounts.
- Ability to generate financial reports as needed.
- Ability to operate basic office equipment, including computers and optical scanning equipment.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with inmates, family and friends, and provide information in a polite and efficient manner both in person and on the telephone.

MINIMUM QUALIFICATIONS

- Graduation from a standard senior high school or G.E.D. certificate plus two (2) years of clerical experience, which involved dealing with accounting records and stores operation, or an equivalent combination of education and experience.
- Experience in a Probate or similar governmental organization preferred.
- Certification in use of taser preferred.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.