

MARSHALL COUNTY, ALABAMA

Job Description

STORE MANAGER, COMMISSARY

Department: Jail

Job Code: 368

Pay Grade: 108

FLSA Status: Non-Exempt

Reports To: Jail Administrator

JOB SUMMARY

The Commissary Store Manager operates the Jail Commissary by filling orders of inmates and purchasing merchandise to stock commissary. Keeps records of inmate funds, prepares weekly financial reports and monthly inmate reports, credits inmate accounts when money is received for inmate, reviews and pays invoices for purchases, and compiles medical, prescription, and dental inmate charges. Issues check to departing inmates for funds in account.

ESSENTIAL JOB FUNCTIONS

- Operates Jail Commissary by filling inmate orders and making purchases of merchandise.
- Distributes orders to inmates.
- Works with commissary vendors during orders.
- Checks orders with merchandise received in order to assure that the merchandise is in accordance with that ordered.
- Responds to inmate grievances and resolve if possible.
- Communicates with inmates and inmate families on Commissary related matters.
- Maintains inventory records on merchandise of commissary.
- Establishes inmate accounts, makes deposits, performs daily cash reconciliations, and prepares reports.
- Sets up and maintains inmate accounts by deducting for commissary goods or medical services, and credits any deposits made for inmate.
- Ensures that indigent inmate accounts are set up and handled in accordance with established procedures.
- Prepares daily cash reconciliations.
- Prepares monthly inmate account report.
- Coordinates and oversees the trustees program.
- Administers inmate phone system.
- Coordinates and oversees video visitation for inmates.
- Manages all ordering related to the commissary and maintains inventory.
- Distributes indigent and legal mail to inmates.
- Supervises kitchen inmates and road work detail, as required.
- Orders and inventories all food and supplies for feeding inmate population.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and two (2) years of experience in clerical work dealing with accounting records and stores operation, or an equivalent combination of education and experience. Experience in a governmental organization preferred.

Licenses or Certifications: Certification in use of taser preferred.

Special Requirements: None

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.

PHYSICAL DEMANDS

The work is medium and requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, feeling, manual dexterity, lifting, pulling, pushing, reaching, speaking, kneeling, standing, talking at a level to exchange ideas, talking to be heard above ambient noise, and walking. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, with or without correction.

WORKING CONDITIONS

Work is performed in a secured facility with an inmate population that includes working in enclosed spaces for extended periods of time, and around high noise areas. Work is performed in a physically threatening environment that may involve crisis situations requiring major decisions involving people, resources, and property.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.