

**INGHAM COUNTY
JOB DESCRIPTION**

COMMISSARY CLERK

General Summary

Under the direction of the Office Coordinator / Sheriff and the Jail Captain in Corrections, orders commissary items for inmates, receives and distributes such items, and maintains related records. Trains and oversees inmates assigned to the commissary. Processes the accounts payable for commissary orders. Maintains inmate commissary accounting records. Serves as clerical support for the Jail Captain. Performs a variety of support tasks such as preparing and typing records, reports, and other documents, and maintaining filing systems.

Essential Functions

1. Picks-up commissary forms from security officers and places orders on-line for commissary items for inmates, includes arranging orders by jail location and accounts, checking inmate numbers, and entering orders to computer. Charges commissary orders to inmate's individual accounts.
2. Receives commissary store orders, verifies accuracy of orders, sorts orders by jail location, and places merchandise in barrels for delivery to security officers.
3. Oversees, trains, and assigns work to inmates assigned to the commissary. Supervises inmates assisting in verifying orders, placing items in barrels, and performing related tasks.
4. Maintains inmate accounting records and deducts charges from inmate money accounts. Researches and corrects balance sheet errors.
5. Follows policy and guidelines on determining indigency, and processes indigent orders for distribution.
6. Updates inmate files on the computer.
7. Performs data entry to generate costs for commissary merchandise. Maintains accounts payable records for commissary.
8. Prepares and files a variety of records, reports and other documentation relating to commissary activities.
9. Prepares and files the Corrections Officers' daily reports and informs command officers of missing reports.
10. Tracks and files Special and Incident Reports. Informs command officers of or missing reports.

11. Processes overtime slips for deputies. Prepares up-to-date reports of all deputies and the amount of overtime worked.
12. Processes, prints, posts and distributes Corrections Officers' schedules. Also tracks employee sick time usage prepares up-to-date reports.
13. Answers questions from inmate families as well as questions from Deputies about problems and corrections of mistakes in the Canteen Accounting System.
14. Assists with record filing in the Medical Department of the Corrections Division.

Other Functions

10. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent. Prefer advanced coursework in accounting and data processing.

Experience: One year of bookkeeping related experience, including some experience with data processing systems.

Other Requirements

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to enter and retrieve information from computer.
- Ability to file and retrieve files and documents.

Working Conditions

Works in office conditions but within the County Jail.

Exposure to individuals incarcerated for a variety of criminal offenses.

