

HIDALGO COUNTY SHERIFF'S OFFICE

Job Title: Commissary Supervisor FLSA Status: Non-exempt

Department: 280-015 Civil Service Status: Non-exempt

SUMMARY:

The purpose of this position is to plan, direct, supervise and performs a variety of functions comprising Commissary operational activities. Supervises corrections services to inmates involving the sale and distribution of commissary items, indigent welfare items, recreational and rehabilitation supplies to inmates detained at the Hidalgo County Jail.

Distinguishing Characteristics of the Class:

This is the supervisory level class within the Commissary series. This class is distinguished from the Commissary Clerk class in that the Commissary Operations Supervisor is responsible for supervising Commissary Clerks and for commissary operations and makes decisions on ordering, re-ordering and pricing merchandise. Knowledge of retail operations, stocking, and cashiering and inventory techniques is required to perform the work. Employees in this class have general guidelines to follow, but special tasks are reviewed by the managing supervisor. Personal contacts are primarily with Sheriff's Office personnel, and inmates for the purpose of exchanging goods and information, as well as with vendors and contractors and others required to address commissary inventory, services and related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist general public with any qualifications regarding the inmates commissary system;
- May process information regarding the deposit of money into an inmate trust account for inmates use;
- Instruct both staff and inmates regarding purchase procedures involving the inmate commissary system
- Supervise the inventory, storage and control of products purchased for resale;
- Restocks shelves, coolers, freezers; removes dented and damaged merchandise from the shelves;
- Maintain data records concerning the purchase of said items from vendors and items bought by inmates through the commissary system;

- Obtains cash register readouts, tabulates charges, and balances store books.
- Receives merchandise, checks invoice for proper amount and correct price, unloads and stores merchandise.
- Prepares store and store's books for annual inventory
- Maintain records of all incidents and activities during the shift;
- Trains new clerks in procedural aspects of the commissary job;
- Respond to inmate request forms
- Will be required to produce monthly inventory reports;
- Must make report on moneys in the commissary account;
- Must produce monthly sales tax report to internal auditors;
- Regular attendance is a must.
- Ability to work well with others.
- Performs other related duties of a comparable level/type as assigned

SUPERVISORY RESPONSIBILITIES

- Will supervise all staff members in the commissary and others that have been placed in his/her charge;
- Will ensure that subordinate personnel in his/her charge carry out day to day duties as defined by job descriptions, level of responsibilities, department goals and applicable federal and state laws;
- Will report both orally and in written form, poor job performance, and violations of department policy, violations of federal and state laws involving any subordinate through established chain of command;
- Will apply corrective written and verbal counseling procedures when appropriate.

QUALIFICATION REQUIREMENT:

Requires a minimum of two years retail store experience (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the class). To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Applicant must pass an oral interview and a background investigation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School diploma or GED;
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a current valid Texas driver's license;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to understand and follow instructions;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to establish and maintain effective working relationships with other county employees, officials, inmates and the public.
- Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division;
- Ability to use decimals and percentages in solving such problems.
- Ability to speak and write in the English language;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to also speak and write in Spanish preferred;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to stand, walk, talk, and hear. The employee is required to sit; use hands to finger, handle or feel objects, tools or controls; reach with arms; stoop, kneel, crouch or crawl. Employee climbs stairs, pushes heavy doors, handles and distributes heavy food/drink containers.

The employee must regularly lift and/or move up to ten (10) pounds, occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee frequently works near moving mechanical parts such as the doors and gates throughout the jail. The employee is occasionally exposed to fumes or airborne particles. The risk of electrical shock is present because of the large amount of electrical equipment, which the officer encounters during the shift. The noise level in the work environment ranges from moderate to loud. It is dependent on the activities and demeanor of the inmates.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality
- Demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Require to follow all department safety regulations.

HIDALGO COUNTY SHERIFF'S OFFICE

Job Title: Detention Officer

FLSA Status:

Non-Exempt

Department: 280-015

Civil Service Status: Non-Exempt

SUMMARY

Provides corrections services involving the health, safety and security of inmates in a county corrections facility or program. Monitors prisoners' activities and maintains necessary records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- May book, classify, transfer, transport and/or release inmates with attention to the health, safety and security of other officers, inmates and the public;
- Conducts inspections, shakedowns and inmate searches. Does physical check of inmates and the public;
- Completes, checks and processes official papers and documents;
- Provides informal counseling to inmates;
- Assists medical staff with distribution of medications to inmates;
- Intervenes and resolves crisis situations such as fights and medical emergencies;
- Conducts head counts of inmates;
- Conducts and inventories all keys and equipment from previous shift;
- Serves or supervises the serving meals to inmates;
- Supervises work performed by inmates;
- Assists with personal needs of inmates, such as telephone calls, mail, laundry, visits and commissary;
- Monitors and assists visitors and may maintain visitors' list;
- Keeps records of incidents and activities during shift;
- May be assigned to conduct recreational programs for inmates;
- May be assigned to train new officers in procedural aspects of the job;
- May be assigned to transportation and court security duties, including transportation of inmates to other local, state and federal penal institutions;
- May confiscate, inventory and store property from new inmates and release property to outgoing prisoners;
- May respond to inmate request forms;
- May be involved in organizing church services, GED classes, substance abuse classes and fire drills;
- Handles and cares for dogs involved in narcotics investigation;
- Regular attendance is a must.

- Ability to work well with others.

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Must complete, and pass, a written examination, oral interview, background investigation, polygraph examination and other tests announced in the application process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or GED
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Applicant must, at the time of appointment to the position, meet the minimum age requirement for Basic Certification as a jailer from the Texas Commission of Law Enforcement Officers Standards and Education;
- Applicant must, within one (1) year of appointment to the position, obtain and thereafter maintain a Basic Certification as a Jailer from the Texas Commission of Law Enforcement Standards and Education;
- Applicant must have a current valid Texas driver's license;
- Applicant must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Knowledge of laws, departmental policies, rules, regulations, instructions and correctional literature regarding the custody of persons;
- Ability to understand and follow oral instructions;
- Ability to write clear and concise reports and to maintain complete records as required.
- Ability to meet established physical standards;
- Ability to establish and maintain effective working relationships with other county employees and officials, inmates and the public.
- Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.
- Ability to solve basic mathematical problems involving addition, subtraction, multiplication and division;
- Ability to use decimals and percentages in solving such problems.
- Ability to speak, read, and write in English language;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;

- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of people and organizations;
- Ability to speak and write in Spanish is preferred
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl. Employee subdues and restrains uncooperative inmates, runs, climbs stairs, pushes heavy doors, handles and distributes heavy food/drink containers.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and /or move up to 25 pounds and, in emergency situations, lift persons with body weight ranging from 100 to 250 pounds. Specific vision, depth perception, and the ability to adjust focus. Employee utilizes all visual abilities to keep and maintain control of the inmates.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee frequently works near moving mechanical parts such as doors and gates throughout the jail. The employee is occasionally exposed to fumes or airborne particles. The risk of electrical shock is present because of the large amount of electrical equipment which the employee encounters during the shift. The employee may be required to work outdoors or in areas where temperatures could exceed 100 degrees Fahrenheit or below 0 degrees Fahrenheit.

The noise leveling the work environment ranges from moderate to loud. It is dependent on the activities and/or demeanor of the inmates.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality
- Demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations.