



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280-015 (Jail Commissary)

DATE: 10-19-2016

CURRENT POSITION TITLE: CLERK III

CURRENT SLOT. #: 015-008

REQUESTED POSITION TITLE:  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other Delete

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$ 26,958.00      \$ 0      \$ (26,794.00) *DM*  
26,794.00      Proposed Budgeted Salary      Net Change  
Current Budgeted Salary

Position to be funded from one of the following:

- Current Department Budget     
  Annual Budget Cycle     
  Will Require Additional Funds  
 Other Funds to create new Commissary Detention Officer slot

**POSITION Type:**

Full Time Employee Object 113      
 Part Time Employee Object 114  \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Full Time Temporary Object 121      
 Part Time Temporary Object 122  \$ \_\_\_\_\_  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:      FLSA:  
 Exempt       Exempt   
 Non-Exempt       Non-Exempt   
 N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Position will be delete as part of re-organization

**NEW POSITION:** Brief job description and attach a copy of the new job description.

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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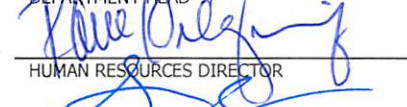

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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.		<u>10/19/16</u>	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT HEAD	DATE			
2.		<u>10/21/2016</u>	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	HUMAN RESOURCES DIRECTOR	DATE			
3.		<u>10/25/2016</u>	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	DEPARTMENT OF BUDGET & MANAGEMENT	DATE			
4.	COMMISSIONERS COURT APPROVAL	DATE			



# HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE / 280-015 (Jail Commissary)

DATE: 10-19-2016

CURRENT POSITION TITLE: <sup>DM</sup> COMMISSARY DETENTION OFFICER <sup>PR</sup>

CURRENT SLOT. #: 0017

REQUESTED POSITION TITLE: Commissary Detention officer  
(For new positions or reclassifications) Step I

**REQUEST FOR:**

- New Position
- Temporary Position
- Position Reclassification\*
- Other \_\_\_\_\_

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$ 32,305.00 Current Budgeted Salary      \$ 32,305.00 Proposed Budgeted Salary      \$ 32,305.00 Net Change

Position to be funded from one of the following:

- Current Department Budget
- Annual Budget Cycle
- Will Require Additional Funds
- Other Fundings from deleted slot #015-008 and from the Jail Bank Account.

**POSITION Type:**

Full Time Employee  Object 113      Part Time Employee  Object 114      \_\_\_\_\_  
 Full Time Temporary  Object 121      Part Time Temporary  Object 122      \$ \_\_\_\_\_  
 Enter hourly rate for temp. positions  
 Hourly Rate \* 2,080 hrs. per year = Annual Salary

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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CIVIL SERVICE:      FLSA:

Exempt       Exempt

Non-Exempt       Non-Exempt

N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

Re-organization of personnel, funded from deleted position and Jail Commissary Account.

**NEW POSITION:** Brief job description and attach a copy of the new job description.

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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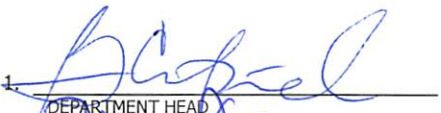

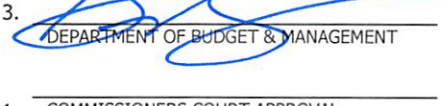
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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1.	 DEPARTMENT HEAD	<u>10/19/16</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	<u>10/21/2016</u> DATE	PERSONNEL PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	<u>10/25/2016</u> DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

# HIDALGO COUNTY SHERIFF'S OFFICE

## COMMISSARY DETENTION OFFICER

### GENERAL DESCRIPTION

Provides corrections service during the distribution of commissary while maintaining the safety and security of inmates and the public in a County corrections facility or program. Performs complex (journey-level) clerical work in areas such as bookkeeping, inventory control, statistics, purchasing and accounting; Work involves compiling and tabulating data, checking documents for accuracy, transporting documents and/or stock and inventory, and maintaining files; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

Conduct inspections, shakedowns and physical check of inmates and the public, as it relates to commissary activities

Completes, checks and processes official papers and documents

Conducts safety inspections and inspections of fire exits and equipment

Provides informal counseling to inmates

Intervenes and resolves crisis situations such as fights and medical emergencies

Supervises work performed by inmates as part of daily commissary functions

Supervises distribution of commissary items to inmates

Assists with personal needs of inmates, such as telephone calls, mail, laundry, visits and commissary

Monitors and assists visitors

Keeps records of incidents and activities during shift

May be assigned to train new officers in procedural aspects of the job

May respond to inmate request forms

Receives, stores, and issues stock items

May inspect merchandise for quality and compliance with specifications

May deliver or pick up documents, supplies, equipment, or materials

May receive and forward payments to the appropriate agency staff

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from a high school or equivalent (GED)

Bilingual (Spanish and English) with the ability to converse fluently in both languages

### **Certificates, Licenses, & Registration**

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

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

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills, and Abilities**

Knowledge of laws, departmental policies, rules, regulations, instructions and correctional literature regarding the custody of persons

Knowledge of state purchasing policies and procedures

Ability to make arithmetic computations; to prepare and maintain records, files, and reports; and to transfer stock from one location to another

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

### **Basic Mathematic Skills:**

Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division

Ability to use decimals and percentages in solving such problems

### **Language Skills:**

Ability to speak read 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 speak effectively before groups of people and organizations

Ability to also speak and write in Spanish preferred

### **Reasoning Ability:**

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 abilities required by this job include close vision, distance vision, color vision, peripheral 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 noise level in the work environment ranges from moderate to loud.

## **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
- 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
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations