

## COMMISSARY CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for operating the inmate commissary at the county jail and for maintaining inmate cash accounts. The work is performed under general supervision and according to established and well defined procedures. Supervision is not exercised over the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Receives and records cash deposits;

Collects commissary orders, calculates cost and deducts money from accounts;

Fills commissary orders from stock and delivers orders to inmates;

Maintains inventory of stock on hand; replenishes stock through requisition or through direct purchase at retail store;

Reviews periodically inmate accounts to identify those accounts abandoned by released inmates;

Deposits abandoned cash in bank and prepares reports;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of methods of keeping financial accounts and records; good knowledge of inventory record keeping and control; ability to make arithmetic computations quickly and accurately; ability to make simple retail purchases; ability to carry out oral and written instructions; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and one year of acceptable experience as described below; **OR**
- B. Three (3) years of acceptable experience as described below; **OR**
- C. An equivalent combination of training and experience as described above.

**ACCEPTABLE EXPERIENCE:** Consists of the following:

1. Experience in the maintenance and compilation of financial accounts and records; **OR**
2. Experience in the receiving, storing and issuing of stock or equipment and the processing of stock control records and reports.

ULSTER COUNTY  
1430 COMMIS CLK  
Classification: Competitive  
Union: UCSEA

Adopted: November 18, 1980  
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