

Job Description: CONTROL ROOM SUPERVISOR & COMMISSARY OFFICER

CLASS NO. 1824

EEOC CATEGORY: Office and Clerical

PAY GROUP: 4

FLSA: Nonexempt

SUMMARY OF POSITION

Responsible for training incoming control room clerks, setting up new control room operator accounts as well as handling all commissary issues for the inmates' accounts.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Jail Captain
2. Directs: All control room clerks and other jailers working in control room
3. Other: Works with other departmental employees, other law enforcement agencies, inmates.

EXAMPLES OF WORK

Essential Duties*

Has jail supervisor clearance in the Swanson computer system (all other control clerks have jailer clearance);

Corrects all control room clerks' operator errors;

Responsible for evaluating and supervising new control clerks job performance;

Responsible for handling inmate commissary, which includes posting money and money orders on inmate accounts, recording and making all deposits to inmate trust fund account and clearing out the deposits from the cash drawer;

Balances the checkbook for the inmate trust fund account;

Signs as a secondary signature on the checks for the inmate trust fund account;

Orders, monitors and sequences the checks for the inmate trust fund (commissary account);

Prints the sales balance report;

Writes checks to pay the Swanson commissary bill, which consists of a sales disbursement and tax disbursement to the jail commissary account;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

CLASS NO. 1824 (Continued)

Performs all commissary credits to inmate's accounts;

Orders commissary shortages;

Primary contact for maintaining business relations with Swanson office in order to update commissary menu, as well as, solve any Swanson computer problems, commissary issues, or inmate trust fund accounting problems;

Adjusts any cash discrepancies to the cash drawer after thoroughly researching;

Generates and delivers the quarterly tax report for the jail commissary account to the auditor's office;

Maintains all the accounting reports for the Swanson system;

Generates the general ledger closeout period report;

Creates new forms for tracking inmate and jail information;

Notary;

Monitors building fire alarms;

Sign for packages for all departments of sheriff's office;

CONTROL ROOM CLERK DUTIES:

Provides corrections services involving health safety, and security of inmates and the public in the jail facility;

Operates jail doors as directed by authorized personnel duty;

Control inmate visitation (sign in documentation records), maintain visitation time periods;

Monitor jail visitors for entry clearance, attorneys, clergy, and officers to allow only authorized information into secured area;

Record and maintain certain inmate information;

Record and maintain intercom request;

Monitor inmate activities on closed circuit TV to be reported to jail personnel;

Receives and inspects bonds for spelling, proper form, proper documentation before accepting and recording;

Receives money for fines and bonds, writing receipts for same;

This job description does not take into account potential reasonable accommodations.

8/2012

Chambers County

CLASS NO. 1824 (Continued)

Download and print out computer documented jail rounds;

Maintain constant security level at all times

Insure that all records and information pertaining to duties are kept confidential at all times and only information according to the Public Information Act be released;

Work a rotating shift (subject to change);

Receives jail certification within a year after hire date;

Must have contact phone number.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent; must pass drug screening and physical; required to pass security clearance.