

**Knox County Sheriff's Office  
Position Description**

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**COMMISSARY ASSISTANT**

**Date of last revision:** July 2015

**Job Code:**

**Job Grade:** 1

**FLSA Status:** Non-exempt

**Division:**

**Reports to:** Commissary Supervisor

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<input checked="" type="checkbox"/> <b>Civilian position</b>	<input type="checkbox"/> <b>Corrections position</b>	<input type="checkbox"/> <b>Law enforcement position</b>
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**Position Summary**

The Commissary Assistant has the primary responsibility to assist the Commissary Supervisor in managing the commissary.

**Required Duties**

The following are required duties of this position:

1. Assists in managing all commissary functions.
2. Conducts monthly inventory and places order as necessary.
3. Maintains records of stock inventory.
4. Inputs and retrieves records and reports.
5. Required to self-report any prior or future PREA misconduct involving sexual abuse/ sexual harassment. Failure to report or false reporting of PREA misconduct is grounds for immediate termination.
6. Meet PREA First Responder guidelines.
7. Other duties as assigned.

**Education and Training Required**

The following are the educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. High school diploma or equivalent required.
3. Valid Tennessee drivers' license.

**Experience Required**

The following experience is required for this position:

1. Minimum of 6 months experience in a position that involves handling money, such as a retail clerk.

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

The following non-physical knowledge, skills and abilities are required for this position:

1. Ability to recognize routine problems and break down simple problems into component parts.
2. Ability to manage a limited number of routine, stable tasks with minimal supervision that typically do not change over time.
3. Demonstrates some familiarity of departmental policies and procedures.

### **Physical Abilities**

The following physical ability(s) is/are required for this position:

1. Must have physical ability to operate a variety of office equipment such as adding machine and cash register.
2. Must maintain the ability to work any hours, any shift and any days off during your career.

### **Position-Specific Responsibilities**

The following responsibilities are required for this position:

1. Fills commissary orders placed by inmates and replenishes stock when necessary.
2. Delivers Commissary orders to inmates and completes all paperwork.
3. Maintains records of maintenance and repairs to commissary vehicle and ensures proper maintenance of vehicle.
4. Executes other responsibilities as assigned by the Sheriff, Sheriff's designee, or supervisor.

### **Tools, Machinery and Equipment**

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Automobile
2. Cash register
3. Adding machine
4. Computer equipment
5. Multi-line telephone
6. Fax machine
7. Photocopier

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