

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE – NYSCSC APPROVED 07/17/2006  
**APPROVED:** APRIL 11, 2022

### COMMISSARY AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving receiving, filling, and delivering inmate orders for commissary items. The incumbent is also responsible for maintaining commissary inventory, stocking shelves, retrieving items from local vendors and filling requisitions. Direct supervision is received from the commissary clerical staff or tour supervisor. The incumbent does not perform any clerical functions related to filling orders, providing inmate balance information, ordering supplies, etc. The incumbent performs routine work requiring willingness to work in a correctional facility and to come into contact with inmates. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Reads commissary order forms and ensures inmates receive authorized commissary;
2. Delivers commissary orders to inmates;
3. Issues the inmates an account balance sheet and ensures that the inmates sign the commissary order slip (the commissary vendor prepares the account balance sheet);
4. Maintains inventory control;
5. Fills vending machines in housing units;
6. Stocks shelves;
7. Fills supply requisitions and delivers those items to the housing areas;
8. Retrieves various items from local vendors as needed;
9. Bring inmate packages to the United States Postal Service;
10. Performs routine cleaning tasks in the commissary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to read an order form and deliver order to the correct inmate; ability to get along with others; ability to follow verbal instructions; ability to lift heavy weights; willingness to work in a correctional facility and to come into contact with inmates; physical condition commensurate with the demands of the position.;

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

### **SPECIAL REQUIREMENT:**

1. Possession of a valid New York State Motor Vehicle license to operate assigned vehicles;
2. Candidates must pass a background check for appointment at the Sheriff's Office.