



**FRANKLIN COUNTY
CIVIL SERVICE COMMISSION JOB ANNOUNCEMENT**

Commissary/Visitation Clerk

Open Date: April 21, 2022	Location: Franklin County Corrections Center
Close Date: May 31, 2022	Type: Part-Time, Non-Bargaining
Reports to: Corrections Captain	FLSA Status: Non-Exempt
Salary and Benefits: Grade 9, Starts at \$14.58 Per Hour	

SUMMARY

The Commissary/Visitation Clerk is responsible for facilitating portions of the commissary program and the full visitation programs for the offenders at the Franklin County Corrections Center (FCCC) in accordance with policy.

ESSENTIAL FUNCTIONS OF THE JOB

- Places orders for phone cards and indigent commissary items delivered.
- Prepares and completes records of items sold to the offender population.
- Coordinates visits with Corrections Deputies to ensure offenders are moved to the visitation area or kiosk in a timely and safe manner.
- Assists the public by phone, correspondence, or in-person regarding visitation requirements or related procedures.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

- 21 Years of Age
- High school diploma, or G.E.D.
- Meet all Civil Service requirements.
- Pass all Franklin County Sheriff’s Office background requirements, including but not limited to a comprehensive background investigation and polygraph examination.

CIVIL SERVICE PERSONAL HISTORY STATEMENT, AND TESTING INFORMATION CAN BE OBTAINED BY CONTACTING THE HUMAN RESOURCES DEPARTMENT AT:

509-546-5813
1016 N. 4TH AVENUE
PASCO, WA 99301
hr@franklincountywa.gov

OR

**VISITING THE FRANKLIN COUNTY CIVIL SERVICE WEBPAGE AT:
[HTTP://CO.FRANKLIN.WA.US/HUMANRESOURCES/CIVILSERVICE.PHP](http://co.franklin.wa.us/humanresources/civilservice.php)**

Selection based on qualifications, interview, background checks and drug screening, where applicable.
FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process, an alternate format of applications materials, or to obtain a complete copy of the job description contact the Human Resources Department at 509-546-5813.