



**FRANKLIN COUNTY**  
**CIVIL SERVICE COMMISSION JOB ANNOUNCEMENT**

**Commissary/Visitation Clerk**

<b>Open Date:</b> November 22, 2021	<b>Location:</b> Franklin County Corrections Center
<b>Close Date:</b> December 30, 2021	<b>Type:</b> Part-Time, Non-Bargaining
<b>Reports to:</b> Corrections Captain	<b>FLSA Status:</b> Non-Exempt
<b>Salary and Benefits:</b> Grade 9, Starts at \$14.15 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. 4<sup>TH</sup> AVENUE  
PASCO, WA 99301  
[hr@co.franklin.wa.us](mailto:hr@co.franklin.wa.us)

**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.