

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -
Commissary and Trust Fund

SALARY GROUP: B17

DEPARTMENT: Commissary and Trust Fund

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Eric R. Johnston DATE: 06/04/13

POSITION #: 031211

I. JOB SUMMARY

Performs routine consultative services and technical assistance work. Work involves assisting with planning, developing, and implementing an agency program; providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Provides routine consultative services and technical assistance regarding commissary policies and procedures; assists in responding to requests for information; and provides liaison with unit, state jail, and private prison commissaries.
 - B. Assists in the development and implementation of commissary policies and procedures; recommends changes to produce more effective operations and services; and assists in conducting reviews ensuring compliance with established laws, rules, regulations, policies, and procedures.
 - C. Assists the financial management section to reconcile problems or concerns that need to be addressed at the commissaries; assists in preparing reports of findings and recommendations; and assists in the preparation of correspondence, administrative reports, and specialized research projects.
 - D. Provides training and technical assistance to commissary staff.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning inventory management, accounting, or auditing experience.
3. Two years full-time, wage-earning computer operations experience.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated systems.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of retail management procedures and methods preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.

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10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain accurate records and files in an automated system.
12. Skill to review technical data and prepare technical reports.
13. Skill to operate a ten-key calculator by touch.
14. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.