



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Commissary Aide Posn # 9827

PAY RATE: 15.35 - 20.23/hour Full time with benefits

DEPARTMENT/DIVISION: Niagara County Sheriff's Office / Jail

WORK LOCATION: 5526 Niagara Street Ext. Lockport

STATUS: Permanent

DESCRIPTION: 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.

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.

DATE POSTED: 5/23/22 DEADLINE: 06/05/22

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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