



CORRECTIONAL OFFICER SPECIALIST – WAREHOUSE/CANTEEN

General Summary

Correctional Officer Specialists work within a specific operations and maintenance specialty, in addition to working as a Correctional Officer. This position must organize and direct the receipt, storage, issuance, and shipping of a heavy volume of varied supplies, in a larger and more complex redistribution or point-of-use warehousing function.

Correctional Officer Specialist – Warehouse/Canteen

Jobcode: PCSW11

Pay Band: CB

FLSA Status: Non-exempt

Distinguishing Characteristics

This is the sole level of the Correctional Officer Specialist – Warehouse/Canteen position.

Recommended Education and Experience for Full Performance

High School diploma or equivalency.

Minimum Qualifications

High School diploma or equivalency.

Essential Duties and Responsibilities*

- Utilizes modern warehousing methods and practices, including keeping of shipping records.
- Supervises inmates when required.
- Performs various administrative duties, such as sales and marketing, customer retention, cash handling, and basic accounting.
- Prepares profit and loss statements as required.
- Maintains inventory records.
- Verifies freight rates and classifications.
- Monitors regulations involved with consolidated freight shipments and stock array systems.
- Operates motorized material handling equipment as required.
- May be required to supervise inmates' work and perform the duties of other trades, as required.

Bargaining Unit: Correctional Officer Specialist Warehouse/Canteen: Represented.

Statutory Requirements:

Conditions of Employment: This position is safety sensitive. Employment is subject to a pre-employment and random drug testing in accordance with all terms and conditions of federal and state rules and regulations regarding alcohol and/or drug testing. In addition, candidates must pass pre-employment Academy screening. Successful completion of the New Mexico Corrections Academy within one (1) year of hire is required. Must possess and maintain a valid New Mexico Driver's License. The applicant must be a U.S. citizen, must be at least 18 years old, have a least a high school education or its equivalent, be of good moral character, have not been convicted of a felony in the courts of this or any state or in the federal courts, and successfully pass any physical and aptitude examination the department may require. Employment is subject to a pre-employment background investigation and is conditional pending results.

Working Conditions: Work is performed in a prison setting with inmate contact and supervision of inmates.

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Established: 4/27/2016

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*