

IDENTIFICATION

Department	Position Title	
Justice	Inmate Administration Clerk	
Position Number	Community	Division/Region
82-1315	Hay River	Corrections/SMCC

PURPOSE OF THE POSITION

Provides and supports the provision of Administration Services of the Inmate Trust Fund. Delivers canteen services for South MacKenzie Correction Centre within established guidelines in order to provide safe, secure custody, keeping in mind the rehabilitation of the inmates currently in custody.

SCOPE

- Reports to the Finance/Admin. Officer of the Facility.
- Maintains a canteen inventory by purchasing and dispensing inventory items to an inmate population of up to 50 inmates.
- Maintains/records all financial transactions recorded to inmate trust accounts via APPGEN computerized accounting systems.
- Ensures compliance with institutional policies with respect to Canteen/Craft sales and the handling of trust funds.
- Provides telephone reception duties along with mail pick-up and delivery, pick-up money transfers as well as perform money transfers to points outside of Hay River.

RESPONSIBILITIES

- 40% Operates the Welfare Fund Canteen within established guidelines, in order to provide commissary items to the inmates.
 Prepares purchase orders for canteen and arts and craft items and acquires proper authorization.
 Receives and verifies incoming orders and processes payment for orders.

- Maintains an inventory of all canteen supplies including arts and craft sales.
Verifies and approves inmate funds are available for canteen purchases.
Sells canteen, arts and craft items to the inmates.
Follows and maintains institutional security procedures.
Observes and reports inmate behavior to security staff as/when appropriate.
- 40% Maintains the financial records for the Inmate Trust Fund.
Processes all inmate financial transactions and ensures accurate posting on appropriate ledgers and journals relating to SMCC trust accounts.
Processes all inmate requests for payment of fines, personal debts, money transfers, room and board, child support, etc.
Causes to be prepared, weekly statements of account for the inmates.
- 20% Provides other clerical duties, i.e. watches Control as/when required.
Records and deposits weekly funds received for both the Inmate Welfare and the Inmate Trust Accounts. Acts as backup for Finance/Admin. Officer as/when required.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven verbal, written and interpersonal skills.
- Ability to be self-directed, problem solve independently, prioritize own workload, meet deadlines and manage several tasks at once.
- Proven computer literacy in an automated office environment and the ability to work with spreadsheets.
- Experience and knowledge of GAAP.
- Ability to work in a cross-cultural setting, dealing with inmates who have little or no education, and who are possibly the victims of substance abuse.
- Good general office skills with a working knowledge of current office machine technology.
- Ability to use a calculator.

Typically, the above qualifications would be attained by:

Two or more years work experience in Administration or Finance.
Grade 12 Business Diploma or better.
Completion of a recognized Bookkeeping/Accounting Course.
A Class 5 driver's license is required to perform the duties of this position.

WORKING CONDITIONS

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

Lifting and carrying. Standing for lengthy periods of time daily/weekly for 2 – 3 hrs. at a time. Intensity: Moderate to high

Environmental Conditions

Exposure to communicable diseases.

Sensory Demands

Have to be alert (observing, listening).

Mental Demands

The incumbent works in a secure custody environment and may be subject to verbal abuse from irate inmates and family members.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check