

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS SUPPLY SUPERVISOR III

POSITION CODE: 09863
Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under general direction, supervises residents and employees in large scale storekeeping and warehousing in a correctional institution, and in the receipt, storage and distribution of a varied stock of general, institutional, office and mechanical supplies and equipment; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises the receipt, storage, issuance and delivery of a large and varied stock of foodstuffs, clothing, maintenance, and office supplies, frequently requiring exceptional care for proper storage of valuable or perishable stock items, or items dangerous to the institution.
2. Supervises the taking of periodic physical inventories, balancing of results against perpetual inventory records and accounting for variances; supervises the keeping of other important stores records which are used as a control for purchasing or other management purposes.
3. Estimates stock needs; consults with superiors as to changes in inventory levels; inspects goods received; approves invoices for payment.
4. Plans, assigns, and reviews work of regular or resident help in the storerooms and warehouses.
5. Reports infractions of rules by residents and employees to superior officers for disciplinary action; inspects quarters of residents for contraband and checks on sanitary conditions; searches for contraband and escapees whenever necessary.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONS SUPPLY SUPERVISOR III (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school or completion of an approved training course.

Requires four years progressively responsible experience in the keeping of stores and stores records.

Knowledges, Skills and Abilities

Requires thorough knowledge of storekeeping and warehousing methods and procedures.

Requires thorough knowledge of institutional rules, regulations and requirements for the control of residents.

Requires thorough knowledge of inventory and other control methods and procedures.

Requires extensive knowledge of purchasing and requisitioning procedures, uses and grading of different types of merchandise.

Requires working knowledge of transportation agencies and shipping, purchasing and requisitioning methods and procedures.

Requires the completion of an approved course in guard training within six months of employment.

Requires ability to plan and lay out work according to assignment and to lead residents by example and instruction.

Requires the ability to prepare reports of unusual happenings, accidents or violations of rules by employees or residents.

Requires ability to supervise and instruct other workers.

Requires the ability to enforce disciplinary, safety, security and custodial measures for the control of residents.

Requires ability to make inspections to assure conformance of the quality of goods with purchase orders and specifications.

Requires ability to estimate and forecast needs for supplies, or merchandise and schedule shipping accordingly.

Requires ability to recognize equipment or merchandise dangerous to institution security.

Requires ability to think clearly and exercise forceful initiative in emergency situations.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.