

CORRECTIONS INDUSTRIES SALES EXECUTIVE

KIND OF WORK

Administrative or field work in providing expertise to Corrections Industries in all areas of surveys, public relations and product marketing.

NATURE AND PURPOSE

An employee in this class serves either as an assistant manager of sales or credit and collections or as a field representative in Correctional Industries. An incumbent sells industries products and supervises the field testing of equipment as well as conducts surveys relative to economic and product conditions and prepares reports on a regular basis. Responsibility extends to directing and administering the execution of established contracts to ensure that guidelines are followed. Also an employee in this class is responsible for keeping management advised on sales and credit needs in various areas as well as advising dealerships on marketing display techniques to ensure effective retail sales. In addition, an employee in this class must be able to represent the Department of Corrections with dealerships and various business and professional groups. An employee in this class receives direction from higher level administrative staff in the areas of sales or credit and collections.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises office operations so that the administration of the sales program proceeds smoothly.

Conducts correspondence with dealerships and makes arrangements for adjustments when needed so that good business relationships are maintained.

Assists in the preparation of advertising materials so that input can be provided.

Keeps current on dealers' financial responsibility through correspondence with banks, local public officials and credit bureaus so that bad credit risks are avoided.

Makes recommendations regarding sales policies so that input can be provided.

Investigates all warranty claims so that defects can be handled in a timely manner.

Establishes new dealerships in areas where none exist so that marketing can be expanded.

Conducts credit investigations and enforces collection of delinquent accounts so that losses are minimized.

Arranges cash settlements with dealerships going out of business so that losses are minimized.

Provides technical assistance to dealers with problems on correctional products so that they can be resolved.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of agricultural principles and product application.

Working knowledge of the principles and practices of salesmanship.

Working knowledge of both economic and market conditions and ability to prepare comprehensive reports.

Ability to:

Exercise sound judgment involving credit decisions, claims settlements and warranty claims.

Relate with the public and exercise sound public relations favorable to the Department of Corrections.

Promote and carry out a sound and progressive Corrections Industries program.

Est.: 7/65

Rev.: 7/67

Rev.: 9/77

T.C.: 9/77

Former Title(s): Prison Products

Sales Executive I