

OFFICE OF THE SHERIFF

Clay County, Florida

D. R. Daniels, Sheriff

Office Memorandum

JOB NOTICE

DATE: March 29, 2017
TO: All Members
FROM: Sandra Hartley, Human Resources
POSITION: Directive Specialist – Professional Standards
REPORTS TO: Compliance Lieutenant
STARTING SALARY: \$24,898 annually, pay grade 4
DEADLINE TO APPLY: April 10, 2017 at 8:00 a.m.

The Sheriff is posting a notice of opportunity to transfer to the position of Directive Specialist.

Specific duties may include, but are not limited to:

- Ensures that all policies/directives have been approved by the proper authority.
- Maintains files of historical policies / directives to ensure accurate retrieval is possible.
- Distributes approved and working copies of DMS documents to applicable areas of the agency.
- Generates and provides Accreditation Unit with proof of compliance documentation upon request.
- Prepares month policies / directive reports for each division to review.
- Assists in the development of new forms or the revision of current forms and ensures that forms are placed in Sharepoint.
- Performs additional duties, which may be required from time to time

Minimum qualifications: high school graduate / GED; one year of administrative experience; excellent typing and computer skills; excellent oral and written communication skills. Must pass drug test and background check.

If you are interested in this position, you must complete the CCSO form "Promotion/Job Transfer Application" (CCSO/A-272) and submit it via your chain of command.

All completed forms need to be forwarded to the Human Resources Department. Additionally, please notify Windy Hunter at extension 6049 in Human Resources of your interest.

Thank you.

Equal Employment Opportunity Employer