

OFFICE OF THE SHERIFF

Clay County, Florida

D. R. Daniels, Sheriff

Office Memorandum

JOB NOTICE

DATE: April 27, 2017
TO: All Members
FROM: Sandra Hartley, Human Resources
POSITION: Jail Inspector
REPORTS TO: Strategic Improvement Manager
STARTING SALARY: \$38,000 – pay grade 12
DEADLINE TO APPLY: May 8, 2017

The Sheriff is posting a notice of opportunity to transfer to the position of Jail Inspector.

Specific duties may include, but are not limited to:

- Maintain accreditation files to ensure compliance and completeness
- Inspect areas for compliance with FMJS, FCAC and ensure adherence to agency policy and procedures to include but not be limited, to food service, storage areas, laundry, property, classification, booking & releasing, medical, housing and security areas.
- Participates in jail inspections and accreditation on-site visits to determine compliance with FMJS and FCAC when requested.
- Keeps up-to-date with information concerning FMJS, FCAC Accreditation Standards and Florida State Statutes.
- Special projects and duties as required from time to time.

Minimum qualifications: Must be law enforcement or corrections certified through a Florida Criminal Justice Standards and Training approved academy. Must have six (6) years of experience working in a detention facility. Must hold an active Florida Model Jail Standards Inspector certification and must be a FCAC Accreditations Assessor—or in the active pursuit of obtaining.

If you are interested in this position, you must complete the CCSO form “Promotion/Job Transfer Application” (CCSO/A-272) with a memorandum of qualifications and submit via chain of command. All completed forms need to be forwarded to the Human Resources Department. Additionally, please notify Diane Shaw at extension 6032 in Human Resources of your interest. Thank you.

Equal Employment Opportunity Employer