

OFFICE OF THE SHERIFF

Clay County, Florida

D. R. Daniels, Sheriff

Office Memorandum

JOB NOTICE

DATE: May 31, 2017
TO: All Members
FROM: Sandra Hartley, Human Resources
POSITION: Public Safety Telecommunicator
REPORTS TO: Communications Corporal
SALARY RANGE: \$24,769 to \$28,822
DEADLINE TO APPLY: June 16, 2017

The Sheriff is posting a notice of opportunity to transfer to the position of Public Safety Telecommunicator - Communication.

Specific duties may include, but are not limited to:

- Serves as first emergency responder by answering 911 calls and texts,
- Accepts non-emergency calls for service between citizens and patrol deputies,
- Must be able to learn the Computer Aided Dispatch system (CAD) and the Telecommunication Device for the Deaf (TDD),
- Conducts data research and is proficient in using various programs within the Communications Center,
- Must be able to work twelve (12) hour rotating shifts including days, nights, weekends and holidays

Minimum Qualifications:

- Must be at least eighteen (18) years of age
- Possess a valid Florida Driver's License
- Possess a high school diploma or GED
- Must be a United States citizen
- Must pass a background screening
- Must possess excellent communication skills

Equal Employment Opportunity Employer