

OFFICE OF THE SHERIFF

Clay County, Florida
Darryl Daniels, Sheriff

Office Memorandum

DATE: August 8, 2017
FROM: Sandra Hartley, Personnel
POSITION: Detention Deputy (certified)
REPORTS TO: Detention Sergeant
STARTING SALARY: \$38,000 annually
DEADLINE TO APPLY: August 30, 2017

The Sheriff is posting a notice of opportunity to the position of Detention Deputy.

Specific duties may include, but are not limited to:

- Maintain care, custody and control of inmates;
- Physically patrol and visually inspect all aspects of the facility and the Sheriff's Office to ensure the welfare, safety and security;
- Maintain jail security within the institution and oversee the health and safety of staff and inmates;
- Escort inmates / visitors, as required;
- Process inmates;
- Monitor radio transmissions between staff in order to respond immediately to directions / emergencies, and to call for security support as needed;
- Performs additional duties, which may be required from time to time

Minimum qualifications: Must be at least 19 years old and have a high school diploma or equivalent. Must be a Florida certified detention / corrections officer who can pass an extensive background investigation, drug test, physical exam and physical abilities test. Must have basic computer skills.

If you are interested in this position, please submit your application and resume on line to apply@claysheriff.com by the deadline date.

Equal Employment Opportunity Employer