

# OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

## Office Memorandum

### JOB NOTICE

**DATE:** March 9, 2018  
**FROM:** Joe Bucci, Chief of Personnel  
**POSITION:** Planning & Research Specialist  
**REPORTS TO:** Senior Executive of Finance & Strategic Planning  
**STARTING SALARY:** \$36,785 annually, pay grade 12  
**DEADLINE TO APPLY:** March 19, 2018 at 5 p.m.

*The Sheriff is posting a notice of opportunity for the position of Planning & Research Specialist.*

*Specific duties may include, but are not limited to:*

- Prepare staff studies on various agency or related administrative staff support duties.
- Serve as a resource in various agency planning and research matters.
- Develop or assist in the creation of short and long-range agency plans.
- Analyze and report on various agency programs, and prepare summary reports for the Sheriff, Undersheriff and Command Staff.
- Perform and assist in the development of special projects as directed by the Sheriff.
- Respond or coordinate the response to surveys for the Sheriff, Undersheriff, or the Command Staff.
- Act as liaison between the agency and other agencies nationwide, in relation to Planning and Research activities.
- Coordinating with Continuous Improvement to ensure validating of best practices and process plans support the vision of the agency.
- Analyze operational activities.
- Performs additional duties, which may be required from time to time

*Minimum qualifications:* high school graduate / GED; three years of administrative experience; use of computers and software associated with collecting, analyzing and presenting information, typing (35 cwpm); excellent oral and written communication skills.

If you are interested in this position, please submit your application and resume on-line to [apply@claysheriff.com](mailto:apply@claysheriff.com) by the deadline date.

Thank you.

*Equal Employment Opportunity Employer*

Our Community, Our County, Our Responsibility...  
*We're All In This Together*