

# OFFICE OF THE SHERIFF

Clay County, Florida

D. R. Daniels, Sheriff

Office Memorandum

## JOB NOTICE

**FROM:** Joe Bucci, Chief of Personnel  
**POSITION:** Public Safety Tele-communicator  
**REPORTS TO:** Communications Corporal  
**SALARY RANGE:** \$28,822 annually  
**DEADLINE TO APPLY:** On Going

The Sheriff is posting a notice of opportunity for the position of Public Safety Tele-communicator.

*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

If you are interested in this position, please send your completed application and resume 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.*