

OFFICE OF THE SHERIFF

Clay County, Florida
Darryl Daniels, Sheriff
"Selfless service for all."

JOB NOTICE

DATE: March 12, 2019
TO: All Members
FROM: Chief Robin Conte
POSITION: Public Information Officer
REPORTS TO: Assistant Chief of Public Information Unit
SALARY RANGE: \$36,785 – \$47,820
DEADLINE TO APPLY: Until Filled

The sheriff is posting a notice of opportunity for the position of Public Information Officer.

Specific duties may include, but are not limited to:

- Coordinate dissemination of information to the media and local agencies, along with maintaining positive relationships with such;
- Respond to emergency situations and act as the on-scene liaison between the sheriff's office and media, during major incidents as required;
- Develop high quality public service announcements, along with producing, maintaining and responding to online communications, such as social media platforms and website;
- Attend community events with the sheriff and follow up on inquiries from the public that are generated during these events;
- Assist the Records Section with organizing, reviewing and redacting offense/arrest reports generated by the sheriff's office for release to the public;
- Work a flexible schedule with an on-call rotation.

Minimum qualifications:

- Candidate must possess a high school diploma, or equivalent, with a preferred degree and one (1) year experience in the field of communications
- Candidates must be able to demonstrate excellent oral and written communications skills and maintain positive and professional rapport with local media and members of the Sheriff's office.
- Candidate must be able to operate a smart phone, video equipment, camera, computer, and other standard office equipment, with preferred knowledge of editing program(s)
- Qualified applicants should be familiar with the production of print and broadcast media materials (i.e. press releases, speeches, stories) and the applicable laws and regulations related to the disclosure of public information.
- Candidate must have strong familiarity with social media platforms
- Must possess a valid driver's license and successful completion of a background investigation and drug screen.

If you are interested in this position, please submit your completed application and resume to Apply@ClaySheriff.com by the deadline date.