

OFFICE OF THE SHERIFF

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

JOB NOTICE

DATE: April 15, 2019
TO: All Members
FROM: Chief Terry Arnold
POSITION: Intake Specialist
REPORTS TO: Detention Admin. Sergeant
STARTING SALARY: \$26,142 annually, pay grade 5
DEADLINE TO APPLY: April 25, 2019

The Sheriff is posting a notice of opportunity to transfer to the position of Intake Specialist.

Specific duties may include, but are not limited to:

- To assist with the booking and releasing of inmates.
- Review and accept bonds for inmate releases.
- Writing clear, legible, complete and accurate reports, logs and records, pertaining to inmates and their movements.
- Conduct medical and suicidal screenings of inmates, using questionnaires.
- Perform additional duties, which may be required from time to time

Minimum qualifications: No previous experience; must be able to type 25 cwpm.

If you are interested in this position, you must complete the CCSO form "Promotion/Job Transfer Application" (CCSO/HR-008) and submit it via your chain of command. All completed forms need to be forwarded to Human Resources. Additionally, please notify Heather Couillard at extension 6095 in Human Resources of your interest.

Thank you