

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

Office Memorandum

JOB NOTICE

Date: May 13, 2019
Position: Civil Process Specialist
Reports to: Civil Sergeant
Starting Salary: \$24,898- Pay Grade 4
Deadline to Apply: May 23, 2019 at 5:00 p.m.

The Sheriff is posting a notice of a position for a Civil Process Specialist.

Specific duties may include, but are not limited to:

- Process civil warrants, domestic violence injunctions, evictions, foreclosures, summons, writs and all other legal documents provided by the courts, citizens, attorney’s or other governmental agencies for distribution and service.
- Process Department of Revenue paperwork.
- Represent the Sheriff’s Office in a professional manner, providing information to the public when appropriate.
- Performs additional duties, which may be required from time to time

Minimum qualifications: Must have a high school diploma or equivalent. Type 35 cwpm and be computer literate; training will be provided. Clerical and / or civil experience preferred; good telephone and customer service skills.

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

Thank you.