

# OFFICE OF THE SHERIFF

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

## JOB NOTICE

**DATE:** June 28, 2019  
**POSITION:** General Investigations Case Coordinator  
**REPORTS TO:** General Investigations Sergeant  
**STARTING SALARY:** \$26,142 annually, pay grade 5  
**DEADLINE TO APPLY:** July 9, 2019

*The Sheriff is posting a notice of opportunity of the position of General Investigations Case Coordinator.*

Specific duties may include, but are not limited to:

- Assist with front desk coverage in the absence of the normal Receptionist, as needed.
- Have a working knowledge of requisitions and the CCSO purchasing procedures, and be capable of ordering supplies and property as directed by Supervisors.
- Maintain proficiency in working with the CCSO Records Management System, SharePoint, and Microsoft Outlook.
- When assigned to a specific unit, check RMS and Crystal Reports each morning for transferred or assigned cases, ensuring that a case file is built and provided to the unit sergeant for review and assignment.
- Check for and receive cleared/suspended cases from the unit Sergeant each afternoon and enter the updates into RMS Case Management. In the case of suspended cases, add them to a log/spreadsheet before filing them in the suspended case cabinets in the filing area.
- Compile bi-weekly and monthly reports on the crime statistics for their assigned unit and provide the report to the Sergeant(s) and the section Lieutenant.
- Complete the Command Staff briefing book from the compiled bi-weekly and monthly reports.

Minimum qualifications: Extensive knowledge of Microsoft Office Products including Word, Excel, PowerPoint, and Publisher.

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

Thank you.