

OFFICE OF THE SHERIFF
Clay County, Florida
Darryl Daniels, Sheriff
"Selfless service for all."

Our Community, Our County, Our Responsibility... *We're All In This Together*

JOB NOTICE

DATE: June 18, 2019
TO: All Members
FROM: Chief Golemme
POSITION: Sex Offender Specialist
REPORTS TO: Cyber Crimes Sergeant
STARTING SALARY: \$28,822 annually (\$13.8568 hourly), pay grade 7
DEADLINE TO APPLY: June 28, 2019

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

Specific duties may include, but are not limited to:

1. Register all sex offenders and predators in Clay County through appointment at the Orange Park Operations Center.
2. Coordinate efforts with the sex offender detective.
3. Utilize computer resources such as FDLE and RMS/JMS.
4. Enter all address verifications that are done into FDLE website and spreadsheet.
5. Keep subject's addresses current in RMS.
6. Become familiar with the Offender Watch software/program.
7. Build files on each subject entering data into files as changes come.
8. Sending paper work to the jail on all new subjects needing to be fingerprinted and photographed.
9. Answer telephone calls promptly.
10. Communicate with Federal and State Probation officers regarding sex offenders and predators.

11. Notify CCSO personnel of all subjects who fail to meet the criteria of their release from prison.

12. Perform additional duties as requested.

Minimum qualifications: Basic proficiency in computer skills, be proficient in Microsoft Word and Excel, and have good verbal and written communication skills.

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 Windy Hunter at extension 6049 in Human Resources of your interest.

Thank you