

OFFICE OF THE SHERIFF

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

JOB NOTICE

DATE: July 18, 2019
POSITION: Receptionist – Orange Park
REPORTS TO: Financial Crimes Sergeant
STARTING SALARY: \$22,582 annually, pay grade 2
DEADLINE TO APPLY: July 30, 2019

The Sheriff is posting a notice of opportunity to become a Receptionist.

Specific duties may include, but are not limited to:

- Accurately verify the identity of all individuals requiring access to a designated secure area.
- The member will politely greet visitors, ascertain the nature of visit, and direct the visitor to the appropriate office or individuals.
- Researches, organizes, summarizes, and assembles requested information/documentation from various files and sources.
- Accurately and thoroughly completes daily, weekly, monthly, and/or annual reports.
- Maintain vehicle logs and accurately enter citations into the computer system.
- Process incoming and outgoing documents, files, mail and packages.

Minimum qualifications: Must have a high school diploma or equivalent. Type 30 wpm and be computer literate; at least one-year experience in this job field and / or related jobs; 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.