JOB NOTICE

**DATE: July 19, 2019**

**POSITION: Staff Assistant/Receptionist – Orange Park**

**REPORTS TO: Financial Crimes Sergeant**

**STARTING SALARY: $24,898 annually, pay grade 4**

**DEADLINE TO APPLY: July 29, 2019**

*The Sheriff is posting a notice of opportunity to become a Staff Assistant/Receptionist.*

Specific duties may include, but are not limited to:

• Accurately verify the identity of all individuals requiring access to a designated secure area.

• 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.

• Assist with various functions within the detective division.

• Process incoming and outgoing documents, files, mail, and packages.

• Additional duties as required.

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.