

OFFICE OF THE SHERIFF

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

JOB NOTICE

DATE: August 15, 2019
POSITION: Full/Part-Time Program Services Assistant
REPORTS TO: Inmate Services Sergeant
STARTING SALARY: \$24,898 Annually, Pay Grade 4
DEADLINE TO APPLY: August 26, 2019

The Sheriff is posting a notice of opportunity of the position of Full Time Program Services Assistant. Part Time applicants will be considered based on qualifications and the needs of the agency.

Specific duties may include, but are not limited to:

- Politely answer and screen calls.
- Accurately draft original correspondence/memoranda/forms or replies to correspondence received.
- Ensure all documents/records/reports/manuals/files are generated and/or accurately updated as required.
- Given authorization, member researches, organizes, summarizes and assembles requested information/documentation from various files and sources.
- Prepare/verify and submit purchase requisitions.
- Determine inmate needs and interests in educational programming.
- Review and evaluate inmate programs requests.
- Conduct and assist in teaching various educational or vocational classes.
- Schedule educational classes and inmate programs.
- Provide any assistance needed to the Programs Services Coordinator.

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. Experience as an educator/organizer with excellent organizational skills preferred.

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

Thank you.