

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: January 8, 2020
Position: Civilian Training Specialist
Reports To: Career Development Sergeant
Starting Salary: \$24,898- Paygrade 4
Deadline to Apply: January 18, 2020

Specific duties may include, but are not limited to:

- Cross trained in all duties of the Training Section staff assistant.
- Provide customer service concerning training documentation and records.
- Create class training files to include the lesson plan and sign-in sheets for classes to be taught.
- Converting all paper files to images attached to individual training records.
- Conduct data entry of all training to individuals training records.
- Review lesson plans annually for accuracy and consistency with current policy.
- Track accreditation standards associated with training files.
- Coordinate agency civilian training
- Prepare Excel spreadsheets
- Prepare PowerPoints
- Assist as necessary for course preparations.

Minimum qualifications: High school diploma/GED.

At least one (1) year experience in the job field and/or related field

Excellent communication skills

Must be able to type 35 correct words per minute

Must have excellent Microsoft Suite skills

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

Our Community, Our County, Our Responsibility...
We're All In This Together
Equal Opportunity Employer & Drug Free Workplace