

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

DATE: January 8, 2020
POSITION: Receptionist – Middleburg Operations Center
REPORTS TO: Community Affairs Sergeant
STARTING SALARY: \$22,582 annually – Paygrade 2
DEADLINE TO APPLY: January 18, 2020

Specific duties may include, but are not limited to:

- Handle incoming telephone calls
- Perform secretarial duties as required
- Assist with the operation of the office (order and maintain supplies, etc)
- Filing as required
- Performs additional duties, which may be required from time to time

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.