

OFFICE OF THE SHERIFF

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

JOB NOTICE

Date: January 23, 2020
Position: Records Specialist
Reports To: Records Manager
Starting Salary: \$24,898 – paygrade 4
Deadline to Apply: February 3, 2020

Specific duties may include, but are not limited to:

- **Data entry**
- **Assist the public and co-workers with processing public record requests**
- **Prepares reports for the media**
- **Assist the public with background checks, fingerprinting, pulling reports**
- **Process inmate folders**
- **Researches information in the RMS/CAD system**
- **Performs additional duties, which are required on a day to day basis**

Minimum qualifications: Must have a high school diploma or equivalent. Type 35 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.