

# OFFICE OF THE SHERIFF

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

## JOB NOTICE

**Date:** January 21, 2020  
**Position:** Safety/Wellness Specialist  
**Reports To:** Employee Relations Manager  
**Starting Salary:** \$27,449 – PG 6  
**Deadline to Apply:** Until filled

Specific duties may include, but are not limited to:

- Oversee the safety and wellness functions of the Sheriff's Office.
- Serve as ADA Coordinator (training to be provided).
- Conduct safety training for agency personnel, as needed.
- Maintain accurate, documented records of all completed inspections and corrective actions taken.
- Complete and submit monthly/quarterly/annual reports in a timely manner.
- Provide assistance for various assignments and/or special projects or events within the Employee Relations Section, to include workers comp, FMLA, awards programs, etc.
- Perform additional duties as required.

Minimum qualifications: Good communication/public speaking and computer skills (Microsoft Suite – Access, Word, Excel, Outlook, PowerPoint). Detail oriented; organizational and time management skills needed; have a high school diploma or equivalent; must type 25 cwpm.

Preferred qualifications: Working knowledge of FMLA, workers comp, ADA, etc.

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