

# OFFICE OF THE SHERIFF

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

## JOB NOTICE

**Date:** January 29, 2020  
**Position:** Senior Staff Assistant  
**Reports To:** Chief of Administration and Security  
**Starting Salary:** \$24,898 – paygrade 4  
**Deadline to Apply:** Open until filled

Specific duties may include, but are not limited to:

- A support function to the Chiefs of Detention Administration and Security.
- Requires a commitment to confidentiality.
- Possess a working knowledge of Excel, MS Word and strong communication skills.
- Prepare changes to Standard Operating Procedures, Post Orders and General Orders.
- Handle incoming calls for the Director, Chiefs, and office staff.
- Record and distribute subpoenas for the Detention Bureau.
- Work closely with the Executive Staff Assistant for Detention on additional support functions.
- Record and archive Incident Reports, Response to Resistance, and Disciplinary Report documentation for review.
- Coordinate the submission of time sheets for the Department.
- Other duties as necessary.

**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; and knowledge of Microsoft products is a must.

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.