

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

JOB NOTICE

Date: March 5, 2020
Position: Employee Relations Specialist
Reports to: Employee Relations Manager
Starting salary: \$30,262 annually
Deadline to apply: March 15, 2020

Specific duties may include, but are not limited to:

- Complete and submit daily / weekly / monthly / annual reports as needed
- Coordinate and/or provide assistance for various assignments and / or special projects or programs (i.e., summer bar-b-q, Christmas party, bring your kids to work day, awards & retirement ceremonies) within the Employee Relations Section
- Correctly operate several types of office equipment including computer, fax, printer, scanner, and shredder
- Demonstrate positive working relationship with colleagues and other units within the agency
- Recruit, interview and train citizens to serve as volunteers
- Coordinate volunteer programs and activities which will include monthly meetings and trainings
- Assist agency personnel with volunteer requests
- Performs additional duties as required.

Minimum qualifications: Must have high school diploma or equivalent; possess good communication skills including public speaking, problem solving and organizational skills; have ability to demonstrate self-initiated activity, as well as the ability to work in and lead a group function. Working knowledge of Windows based operating systems and Microsoft Office programs.

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