

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:

- Organize agency events (Bring Your Kids to Work Day, Summer event and Christmas Party)
- Organize agency ceremonies (Retiree, Promotional and Awards)
- Distribute tenure pins
- Facilitate Member Appreciation Committee (MAC) meetings
- Facilitate quarterly awards committee meeting
- Facilitate the Volunteer in Police Service (VIP) program
- Facilitate the Elder Watch Program
- Additional duties as required.

Minimum qualifications:

Working knowledge of Windows based operating systems and Microsoft Office programs, have a high school diploma or equivalent, experience in training or public presentations.

Benefits: Florida Retirement System, full suite of very affordable health/dental/vision benefits, ancillary insurance policies, college reimbursement and more!

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

*Our Community, Our County, Our Responsibility...
We're All In This Together
Equal Opportunity Employer & Drug Free Workplace*