

OFFICE OF THE SHERIFF

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

JOB NOTICE

DATE: June 11, 2020
POSITION: Staff Assistant/Receptionist – Orange Park Substation
REPORTS TO: Financial Crimes Sergeant
STARTING SALARY: \$24,898 annually, pay grade 4
DEADLINE TO APPLY: June 22, 2020

Specific duties may include, but are not limited to:

- Accurately verify the identity of all individuals requiring access to a designated secure area.
- Greet visitors, ascertain the nature of visit, and direct the visitor to the appropriate office or individuals.
- Research, organize, summarize, and assemble requested information/documentation from various files and sources.
- Accurately and thoroughly completes daily, weekly, monthly, and/or annual reports.
- Maintain vehicle logs and accurately enter citations into the computer system.
- Process incoming and outgoing documents, files, mail, and packages.
- Prepare case files for detectives daily.
- Prepare statistical reports for the Financial Crimes Unit.
- Handle, record, and deposit cash daily.
- Additional duties as required.

Minimum qualifications: Must have a high school diploma or equivalent. Type 30 wpm and be computer literate; at least one-year experience in this job field and / or related jobs, good telephone and customer service skills.

Preferred qualifications: Prefer an applicant possess an analytical mindset. Should be able to utilize most Microsoft applications. Should be able to work independently, make decisions consistent with our policy and procedures. Applicant should be able to thrive in a high-pressure environment and be able to meet established deadlines. Applicant should be able to multi-task.

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

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

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

This posting has been reviewed by Human Resources and found to be job related and nondiscriminatory.