

OFFICE OF THE SHERIFF
Clay County, Florida
Darryl Daniels, Sheriff

JOB NOTICE

Date: May 30, 2018
From: Joe Bucci, Chief of Personnel
Position: Employee Relations Specialist
Reports To: Employee Relations Supervisor
Starting Salary: \$24,898, annually
Deadline to Apply: June 9, 2018

The Sheriff is posting a notice of opportunity for the position of Employee Relations Specialist.

Specific duties may include, but are not limited to:

- Complete and submit daily / weekly / monthly / annual reports as needed
- Provide assistance for various assignments and / or special projects 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
- Assist agency personnel with volunteer requests
- Recruit, interview and train citizens to serve as volunteers
- Coordinate volunteer's and volunteer activities which will include monthly meetings and trainings
- Performs additional duties, which may be required from time to time

Minimum qualifications: Must have high school diploma or equivalent; possess good communication, problem solving and organizational skills; have ability to demonstrate self-initiated activity, as well as the ability to work in a group function.

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

Thank you.

Equal Employment Opportunity Employer

Our Community, Our County, Our Responsibility...
We're All In This Together.