

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

Office Memorandum

JOB NOTICE

DATE: June 27, 2018
POSITION: Secondary Employment Coordinator
REPORTS TO: Chief of Logistics/Support
STARTING SALARY: \$24,898 annually, pay grade 4
DEADLINE TO APPLY: July 7, 2018

The Sheriff is posting a notice of opportunity for the position of Secondary Employment Coordinator.

Specific duties may include, but are not limited to:

- Coordinate and schedule off duty events.
- Weekly and monthly job invoicing.
- Prepare monthly template with deputy hours.
- Complete contract reviews.
- Performs additional duties, which may be required from time to time

Minimum qualifications: Detail oriented; above average phone skills; organizational and time management skills needed; have a high school diploma or equivalent; must type 25 cwpm.

If you are interested in this position, please submit 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*