

OFFICE OF THE SHERIFF

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

Office Memorandum

JOB NOTICE

Date: October 1, 2018
Position: Senior Staff Assistant
Reports To: Elise Gann, Senior Executive of Finance & Strategic Planning
Starting Salary: \$30,262 – paygrade 8
Deadline to Apply: Until filled

Specific duties may include, but are not limited to:

1. Compose and type correspondence, memos, letters, and reports for the Senior Executive and other Finance staff as well as assist with producing and gathering information for presentations and meetings.
2. Prepare updated policies and forms as required for submission to the Directive Review Committee.
3. Preparation and submission of assigned reports.
4. Research and gather background information and statistical data (geographic, crime data, etc.) as assigned.
5. Assist in the research, preparation, and submission of grant applications.

Minimum qualifications: Associate's Degree or equivalent; Typing 25 wpm. Possess good public relations and communication skills in dealing with the public, finance personnel, other departments and command staff. Excellent computer skills including Microsoft Office Applications. Analytical, time management and self-initiating abilities. Must have excellent written and verbal communication skills.

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