

OFFICE OF THE SHERIFF

Clay County, Florida

Darryl Daniels, Sheriff

“Selfless service for all.”

Office Memorandum

JOB NOTICE

Date: December 18, 2018
Position: Records Specialist
Reports To: Records Manager
Starting Salary: \$24,898 – paygrade 4
Deadline to Apply: December 28, 2018

Specific duties may include, but are not limited to:

- Data entry
- Assists the public and co-workers – pulling reports, providing information regarding cases, copying, etc.
- Prepares reports for the media
- Updates files as required
- Process inmate folders
- Researches information in the in-house computer system
- Performs additional duties, which may be required from time to time

Minimum qualifications: Must have a high school diploma or equivalent. Type 35 cwpm and be computer literate; at least one-year experience in this job field and / or related jobs; good telephone and customer service 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.

