

# OFFICE OF THE SHERIFF

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

## JOB NOTICE

**DATE:** April 15, 2019  
**TO:** All Members  
**FROM:** Chief Terry Arnold  
**POSITION:** Civilian Control Room Operator  
**REPORTS TO:** Detention Security Sergeant  
**STARTING SALARY:** \$26,142 annually, pay grade 5  
**DEADLINE TO APPLY:** April 25, 2019

*The Sheriff is posting a notice of opportunity to transfer to the position of F/T Civilian Control Room Operator.*

*Specific duties may include, but are not limited to:*

- Working in confined areas of detention facility
- Closely monitor activity in assigned areas
- Maintain security of the control room
- Operate secure doors and gates in assigned areas of detention facility
- Document inmate movement
- Performs additional duties, which may be required from time to time

If you are interested in this position, you must complete the CCSO form "Promotion/Job Transfer Application" (CCSO/HR-008) and submit it via your chain of command. All completed forms need to be forwarded to Human Resources. Additionally, please notify Heather Couillard at extension 6095 in Human Resources of your interest.

Thank you.