



COLUMBIA COUNTY SHERIFF'S OFFICE

OPEN POSITION ANNOUNCEMENT - PART TIME – FOUR POSITIONS

The Columbia County Sheriff's Office is currently seeking interested and qualified candidates for the positions described below. As a condition of employment, employees are required to participate in the payroll direct deposit program. A complete, detailed job description for this position is available in the Columbia County Sheriff's Office Human Resources Division.

POSITION TITLE:	SCHOOL CROSSING GUARD – COMMUNITY AFFAIRS
HOURS:	Part time, approximately 10 hours per week. 7a.m.-8a.m. and 2p.m.-3p.m. Monday-Friday or as school schedule dictates. One position is located in the vicinity of Eastside Elementary, one in the vicinity of Five Points Elementary and the other two in the vicinity of Fort White Elementary.
PAY:	Bi-weekly pay period. \$15.00/hour / Seasonal Work
DESCRIPTION:	This is a non-certified member of the Columbia County Sheriff's Office. The individual selected for this position will: <ul style="list-style-type: none">• Be responsible for encouraging patterns of proper crossing behavior by school aged children• Be present at their Duty Station at the times prescribed• The School Crossing Guards primary responsibility is the safety of the children under their supervision• Must be able to work outdoors in austere conditions
REQUIREMENTS:	<ul style="list-style-type: none">• Complete the application and submit all necessary paperwork• High school diploma/GED• Current valid Florida Driver's License
SELECTION:	Selected applicants will be scheduled for an interview with representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a pre-employment background investigation. Additionally a Voice Stress Analysis and Credit Check must be satisfactorily completed.
DEADLINE:	Position will remain open until filled. The CCSO may withdraw the vacancy at any time upon receiving applications. Applications may be picked up at the CCSO Operations Center, 4917 E. US Hwy 90, Monday – Friday, 8:00 a.m. to 4:30 p.m. or printed from the CCSO website at www.columbiasheriff.org . Utilize the Support Staff Application.
CONTACT INFO:	Columbia County Sheriff's Office Human Resources Division 4917 East US Hwy 90, Lake City, FL 32055-6288 Office: 386-758-2130; Fax: 386-758-1094

EQUAL EMPLOYMENT OPPORTUNITY