



**COLUMBIA COUNTY SHERIFF'S OFFICE**  
**OPEN POSITION ANNOUNCEMENT**  
**APPLICATION CLOSE DATE – OPEN UNTIL FILLED**



The Columbia County Sheriff's Office is currently seeking interested and qualified candidates for the position 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.

<b>POSITION TITLE:</b>	<b>RECORDS CLERK (NON-SWORN POSITION)</b>
<b>HOURS:</b>	Normal Office Hours are 8am – 5pm Mon-Fri – 40-hour week
<b>SALARY:</b>	\$32,500.00 Annually / \$1,250.00 Bi-Weekly
<b>DESCRIPTION:</b>	This position provides clerical support to the Records Section. Under the direction of the Office Supervisor, the purpose of this position is to perform a variety of administrative activities to support law enforcement personnel by the entry of reports into the SmartCop system in compliance with Florida Department of Law Enforcement (FDLE). Duties include entering, querying, retrieving, validating and/or processing data in various database systems. Work is performed under general supervision within established guidelines and procedures. Employees perform routine clerical duties required by the agency.
<b>REQUIREMENTS:</b>	To submit an application: <ul style="list-style-type: none"><li>• Graduation from high school or possession of a GED Certificate; and</li><li>• Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.</li><li>• No illegal drug sale within lifetime.</li><li>• No illegal drug use within the past 36 months.</li><li>• No felony convictions within lifetime</li><li>• No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.</li><li>• Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.</li><li>• Successful completion of a criminal background investigation including voice stress analysis, reference/employment/neighborhood checks, and medical evaluation.</li></ul>
<b>SELECTION:</b>	Selected applicants will be scheduled for an oral interview and may be administered a skills verification test 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.

<b>DEADLINE:</b>	Position will remain open until filled. Applications can be picked up at the CCSO Operations Center, 4917 E. US Hwy 90 Monday – Friday, 8:00 a.m. to 5:00 p.m. or printed from the CCSO website at <a href="http://www.columbiasheriff.org">www.columbiasheriff.org</a> . <b>(Applications that are incomplete, missing information or faxed will not be accepted).</b>
<b>CONTACT INFO:</b>	Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130

**EQUAL EMPLOYMENT OPPORTUNITY**