



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.

POSITION TITLE:	RECEPTIONIST IN COLUMBIA COUNTY DETENTION FACILITY (NON-SWORN POSITION)
HOURS:	Normal Office Hours are 8am – 5pm Mon-Fri – 40-hour week
SALARY:	\$31,500.00 Annually / \$1,211.54 Bi-Weekly
DESCRIPTION:	Position's primary focus is to greet and direct callers or visitors to the appropriate persons or destination. The receptionist may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position. Applicants should have the ability to sit or stand for long periods of time as well as lift, carry, push, or pull up to thirty (30) pounds.
EXPERIENCE:	Prefer experience with computer software such are Microsoft Work and Outlook. Should be comfortable with speaking in-person and utilizing telephone.
REQUIREMENTS:	To submit an application: <ul style="list-style-type: none">• be a High School Graduate or have a GED• have a current valid Florida driver's license
SELECTION:	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.
DEADLINE:	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 www.columbiasheriff.org (Applications that are incomplete, missing information or faxed will not be accepted).
CONTACT INFO:	Human Resources Division, Columbia County Sheriff's Office 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130

EQUAL EMPLOYMENT OPPORTUNITY