



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	WARRANTS CLERK (NON-SWORN POSITION)
HOURS	MONDAY – FRIDAY, 8:00AM – 5:00PM
SALARY	\$32,500 Yearly / 1,250.00 Bi-weekly
DESCRIPTION	This is a responsible position that provides clerical support to the Warrants 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 warrants into the SmartCop system. Duties include entering, querying, retrieving, validating and/or processing warrants in NCIC database system. Work is performed under general supervision within established guidelines and procedures. Employees perform routine clerical duties required by the agency.
KNOWLEDGE / SKILLS & ABILITIES	<ul style="list-style-type: none">• Working knowledge of effective communication techniques.• Working knowledge of English grammar, punctuation, and spelling.• Knowledge of federal, state, and county laws, ordinances, and regulations governing the dissemination of criminal information.• Knowledge of records management system standard operating procedures.• Knowledge of Agency policies, procedures, and guidelines.• Knowledge of law enforcement terminology.• Ability to follow established procedures.• Ability to handle confidential information.• Ability to pay attention to detail.• Ability to multitask• Ability to work effectively with others.• Ability to accurately sort, retrieve and file material using alphabetic, numeric, and chronologic systems.• Ability to work under stressful conditions.• Ability to use a computer and related software.
REQUIREMENTS	<ul style="list-style-type: none">• Graduation from high school or possession of a GED Certificate; and• Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.• No illegal drug sale within lifetime.• No illegal drug use within the past 36 months.• No felony convictions within lifetime• No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
SELECTION	Selected applicants will be scheduled for an oral interview with various representatives of the Sheriff's Office. Selected applicants must successfully complete the requirements of a conditional employment offer and a rigid pre-employment background investigation to include a credit check and psychological evaluation.



COLUMBIA COUNTY SHERIFF'S OFFICE

OPEN POSITION ANNOUNCEMENT APPLICATION CLOSE DATE – OPEN UNTIL FILLED

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	Columbia County Sheriff's Office Attention: Human Resources Division 4917 East US Hwy 90, Lake City, FL 32055 Office: 386-758-2130; Fax: 386-719-7596

EQUAL EMPLOYMENT OPPORTUNITY