



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	REGISTERED NURSE – DETENTION DIVISION (NON-SWORN POSITION)
HOURS	FIXED SHIFT MONDAY-FRIDAY 8:00AM-4:00PM
SALARY	\$74,500 Yearly / 2,904.00 Bi-weekly \$1,000 On Call Pay
DESCRIPTION	Provides a variety of professional nursing services for proper care of inmates within the facility, related to planning, organizing, monitoring and implementing medical care services. Maintain proper implementation of physician's orders and prescriptions. Maintain an accurate inventory of medications to ensure ample quantities for inmates. Conduct daily inventories of instruments, needles and controlled medications. Maintain monthly reports to include quality assurance, refrigeration logs and chart reviews. Review monthly medication reports (MAR)
KNOWLEDGE / SKILLS & ABILITIES	• Ability to complete accurate work under extreme stress • Ability to work independently • Ability to keep good records • Ability to apply nursing techniques to specific medical situations. • Ability to communicate effectively, both verbally and in writing.
TRAINING	• Graduate of an accredited school of nursing. • Current nursing license in the state of Florida
REQUIREMENTS	• 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 narcotic or controlled substance (LSD, cocaine, steroids, non-prescribed controlled medications, etc.) use within the past 36 months. • No illegal or controlled cannabinoid (marijuana, hash, edibles, etc.) within the last 12 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.
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