

# OFFICE OF THE SHERIFF

Clay County, Florida  
Sheriff Michelle Cook  
"Selfless service for all."

## JOB NOTICE

**DATE:** September 16, 2020  
**POSITION:** Detention Deputy (certified)  
**REPORTS TO:** Detention Sergeant  
**STARTING SALARY:** \$38,000 annually  
**DEADLINE TO APPLY:** Until filled

Specific duties may include, but are not limited to:

- Maintain care, custody and control of inmates;
- Physically patrol and visually inspect all aspects of the facility and the Sheriff's Office to ensure the welfare, safety and security;
- Maintain jail security within the institution and oversee the health and safety of staff and inmates;
- Escort inmates / visitors, as required;
- Process inmates;
- Monitor radio transmissions between staff in order to respond immediately to directions / emergencies, and to call for security support as needed;
- Performs additional duties, which may be required from time to time

Minimum qualifications: Must be at least 19 years old and have a high school diploma or equivalent. Must be a Florida certified detention / corrections officer who can pass an extensive background investigation, drug test, physical exam and physical abilities test. Must have basic computer skills.

Benefits: Florida Retirement System, full suite of very affordable health/dental/vision benefits, ancillary insurance policies, college reimbursement and more.

If you are interested in this position, please submit your completed application and resume to [apply@claysheriff.com](mailto:apply@claysheriff.com) by the deadline date.

This posting has been reviewed by Human Resources and found to be job related and nondiscriminatory.

Our Community, Our County, Our Responsibility...  
*We're All In This Together*  
*Equal Opportunity Employer & Drug Free Workplace*