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 (NON-SWORN POSITION)** **THIS POSITION IS LOCATED AT THE DETENTION FACILITY**
HOURS:	Normal Office Hours are 8am – 5pm Mon-Fri - 40 hour week
SALARY:	11.05 per hour / $884.60 Biweekly
DESCRIPTION:	This position serves as the Detention Facility receptionist, operating the main switchboard, receiving telephone calls and visitors as well as answering questions and /or directing people to the proper location. This position may involve filing, computer entry and retrieval of files. At times will be tasked to assist with filing sorting and other duties as time permits.
TRAINING:	• Appropriate combination of education and experience which will provide the required knowledge, skills and abilities. • Good interpersonal skills. • Experience with Multi Line Phone Systems • Experience with Microsoft Word, Excel and Outlook is desired.
REQUIREMENTS:	To submit an application: • Be a High School Graduate or have a GED. • Current valid Florida driver's license
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 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; Fax: 386-719-7596

EQUAL EMPLOYMENT OPPORTUNITY