



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:	CLERK – WARRANTS SECTION – DETENTION FACILITY (NON-SWORN POSITION)
HOURS:	Normal Office Hours are 8am – 5pm Mon-Fri - 40 hour week
SALARY:	\$961.53 Biweekly / \$25,000 Per Year
DESCRIPTION:	This position 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.
DUTIES:	<ul style="list-style-type: none"> • Receives, processes, controls and assigns all warrants addressed to the Columbia County Sheriff for execution. • Communicates with other Law Enforcement agencies telephone, e-mail, teletype and fax transmission. • Review the FCIC/NCIC validation report and submit cancellations on warrants which are no longer active. • Review, screen and make appropriate computer entries on all criminal warrants • Review Columbia County Detention Alfa Roster to ensure active warrants are served on persons in custody. • Perform other related duties as required
MINIMUM REQUIREMENTS:	<ul style="list-style-type: none"> • Be a High School Graduate or have a GED. • Must be 21 or older on date of hire • Current valid Florida driver's license • 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 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