EMPLOYEE RELATIONS SPECIALIST
Salary Range: $11.56/HR—$14.79/HR

Regular, full-time position working day shift, Monday through Friday, weekends and evenings as needed for employee events or other agency needs. Primary responsibilities include coordinating the Sheriff’s Employee Institute, the agency awards/recognition program and employee events. This position is also responsible for assisting with public records requests and will serve as backup in evaluation processing, reception relief, submitting accreditation proofs, responding to employee inquiries and entering routine, technical, and specialized data into numerous computer systems, as well as other tasks necessary to accomplish the division’s goals. Candidate will be required to submit a writing example based on a topic assigned by Human Resources.

QUALIFICATIONS: High school diploma supplemented by 2 years of clerical experience, with 1 year preferred in a human resources related position; experience with personnel or employee relations preferred. Must have strong writing ability and the ability to speak publicly. Excellent skills in organization, computer applications, outstanding time management skills, the ability to effectively communicate verbally and in writing, and the ability to maintain a small budget to include occasional requisition processing, placing orders and tracking purchase orders.

REQUIREMENTS

- Must be a U.S. Citizen or resident alien.
- Must have the ability to think and act quickly, calmly, and appropriately in emergency situations.
- Must not have tattoos on your hands, neck, or face.
- Must not have used, tried, experimented, or possessed ANY illegal controlled substance in the past 12 months.
- Must not have used, tried, experimented, or possessed ANY illegal controlled substance classified as a schedule I or II substance (excluding marijuana) in the last 5 years.
- Must successfully complete a background investigation including drug testing.

EMPLOYER PAID BENEFITS

- Florida Retirement (special risk available)
- Life Insurance (1x salary)
- Medical Insurance
- Dental Insurance
- Vision Insurance
- Education Salary Incentive
- Tuition Reimbursement
- Vacation and Sick Leave
- Eleven Paid Holidays

Send applications to the following address:
Human Resource Division
Citrus County Sheriff’s Office
1 Dr. Martin Luther King Jr. Ave.
Inverness, FL 34450
Contact Human Resources (352) 341-7406 for more information
On-line employment applications are available at www.sheriffcitrus.org
Equal Opportunity Employer MF/D/V
Drug-Free Workplace

“All hires, transfers, and promotions in the Citrus County Sheriff’s Office are made without regard to race, color, national origin, sex, age, disability, marital status, religion, genetic information, or any other legally protected status.”