

Open Position Announcement

Application Close Date: Open until filled



SUWANNEE COUNTY
SHERIFF'S OFFICE

HR Coordinator

CONTACT

PHONE:
386-364-3445

WEBSITE:
Suwanneesherriff.com

EMAIL:
Michele.Emmons@suwanneesherriff.com

The Suwannee County Sheriff's Office is currently seeking interested and qualified candidates for the position described below. A complete, detailed job description for this position is available in the Suwannee County Sheriff's Office Human Resource office.

Position Title: HR Coordinator

Salary: \$42,000

Description of Position:

This position will provide a wide variety of highly responsible, complex, and diverse professional duties involved in providing administrative, analytical and technical support to the agency. Under general direction of the Finance Director, using considerable independent judgement, discretion and initiative, duties will be carried out daily with minimal supervision and will require the ability to pivot from one task to another. Timeliness and attention to detail are key to this role. The Human Resource Coordinator administrative tasks include reviewing job applications from prospective employees, managing and overseeing records, FMLA, ADA, workers compensation, and enforce agency company policies and practices. Completes all day-to-day operations related to human resource issues. Specialized, detailed and confidential work involving both professional and clerical tasks regarding the coordination of health benefits.

Qualifications:

*Be at least 18 years of age *Have a Valid Driver's License *Not have been convicted of a felony or misdemeanor involving perjury or false statement *Never received a dishonorable discharge from any of the Armed Forces of the United States *Be of good moral character *Ability to pass a background investigation and drug screening * Minimum 2 years of experience in clerical, administrative or related service filed preferred

Equal Employment Opportunity Employer

The Suwannee County Sheriff's Office is an equal opportunity employer and a drug free workplace. Our Agency values the service of veterans to our country, supports recruitment of veterans, and veteran's preference will be given in accordance with Chapter 295 of the Florida Statutes for those who meet the minimum requirements of the position. "The Suwannee County Sheriff's Office values the service of veterans to our country, supports recruitment of veterans, and veterans preference will be given in accordance with Chapter 295 of the Florida Statutes for those who meet the minimum requirements of the position"