

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



Organization Name: Palm Beach County Sheriff's Office (West Palm Beach, Florida)
Job Title: Corrections Support Personnel (CSP)
Work Schedule: Varies
Recruiter: Unit Manager - Jennifer Matthews

Detailed Description

- Assists sworn staff in the Department of Corrections with daily tasks, which includes supervising county-sentenced inmates engaged in work activities, controlling access into and within the detention centers, controlling the receipt and distribution of inmate property, and accounting for inmate funds.
- Specific duties may vary based on area of assignment.
- Performs other duties as assigned.

Job Requirements

- High school diploma or GED.
- Typing skills of twenty-five (25) correct words per minute.
- Two (2) years of experience and/or training involving law enforcement, jail operations, corrections, or customer service.
- Must be detail oriented.
- Possess good oral and written communication skills.
- Ability to stand and walk for extended periods of time.
- Multi-tasking in a fast paced environment.
- Computer literate.
- Shift work, which will include working various hours, nights, holidays and weekends.

SPECIAL REQUIREMENTS:

- Corrections Department employees are required to work shift work, overtime, with and without notice, and must be available for emergency call-in overtime.
- Must be able to obtain and maintain a valid Florida driver's license upon employment.

PREFERENCES:

- Typing skills of thirty-five (35) correct words per minute.
- Three (3) years of experience and/or training involving law enforcement, jail operations, corrections, security, or customer service.

TESTING: In order to move forward to the selection process, candidates must pass the following computer based tests: Typing - General (5 Minutes Onscreen) 25wpm, Following Written Instructions 70%, and Grammar and Spelling 70%.

How To Apply

To view the additional details and submit your online application please visit: www.pbso.org/jobs
If you have questions, please contact Human Resources directly at 561-688-3540



Palm Beach County Sheriff's Office is an Equal Opportunity Employer
Veterans' Preference to be requested at time application is submitted

Certain service members may be eligible to receive waivers for Postsecondary educational requirements and are encouraged to apply
Applicants with a disability who require accommodation within the application/interview process should direct a request in advance to
Human Resources.