



Seminole County Sheriff's Office

RECRUITMENT ADMINISTRATOR

Class Spec Code: 1091

Established Date: 03/13/2023

Effective: 03/22/2023

Salary Range

\$55,307.20 -
\$82,971.20 Annually

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

The Recruitment Administrator will support the Recruitment Division and prioritize recruitment and hiring for the Seminole County Sheriff's Office. This will be a directed effort to attract, hire, and retain qualified applicants by continuing to implement practices designed to widen and diversify the pool of qualified candidates considered for employment.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Monitor and provide timely follow up response to all types of inquiries for the Recruitment Division.

Maintain and develop partnerships with the FDLE certified training academies across the state.

Coordinate scheduled recruiting events (and attending as available), to include registration, set-up and break down of equipment, etc. for each of these events.

Develop and maintain records for all recruitment to include but not be limited to, attendees, resulting applicants and resulting hires.

Assist with marketing for recruitment-related events, to include advertising current position vacancies via additional websites or vendor resources in coordination with the Human Resources Division.

Follow up with potential applicants and applicants during the hiring process.

Access recruiting reports and information as needed through the NEOGOV platform.

Build relationships with local civic groups, faith-based groups and the public schools.

Maintain and build relationships with institutions of higher learning, specifically those in the immediate area not limited to but primarily (Bethune Cookman, University of Central Florida, and Seminole State College).

Assist with testing as it relates to the hiring process as requested by the Human Resources Division (e.g. typing test, physical assessments, and civil service written exams).

Build relationships with entities that can provide access to military service members.

Maintain relationships with vendors we use to assist with recruiting efforts, in order to develop creative ways to market position vacancies.

Maintain and order supplies, and review all purchase invoices.

Maintain records of purchases for monthly purchasing card. Submit financial paperwork to Fiscal Services Division for expenses over allocated amount for authorization.

Maintain log of internal volunteers.

Minimum Qualifications

- Bachelor's degree from an accredited college, with preference for relevant fields such as Human Resources, Business Administration or Psychology
- Five (5) years of professional experience performing administrative duties, of which with two (2) years is preferred to have established recruitment experience
- Consideration may be given to equivalent combination of related training, education and experience
- Proficient in the Microsoft Office Suite of work products
- Demonstratable level of organizational time management skills
- Excellent oral and written communications skills
- Self-initiator with considerable independent judgement in the performance of job duties
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Considerable knowledge of Sheriff's Office policies/procedures to include but not limited to background/hiring processes. Knowledge and ability to navigate NEOGOV platform. Knowledge of agency job descriptions and active job postings.

Ability to maintain confidential information; to assume delegated responsibility for communication directives and follow-up in an expeditious and effective manner; to work independently and efficiently with the general public on a variety of complex issues; to research, organize, and prepare accurate reports, summaries, and/or tabulations; to meet with and maintain effective working relationships with other departments, agencies, offices, and the general public; to work with little or no supervision.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere and off-site recruitment events. Work is generally performed during normal business hours although the incumbent may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even

when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime