



Public Records Coordinator II

[PUBLIC RECORDS COORDINATOR II in Jacksonville, Florida | Careers at The Jacksonville Sheriff's Office: Jacksonville, Florida](#)

Job Description

This is paraprofessional work in coordinating and preparing public records requests including written and audio/video. The work requires knowledge of techniques, methods, and procedures used in the preparation of public records requests, which are usually gained through on the job training. Contacts require skills in understanding and influencing people and are important in resolving work related problems or complaints.

Close Date:
7/8/2025

Corrections Officer Non-Certified

[NON-CERTIFIED CORRECTIONS OFFICER RECRUIT in Jacksonville, Florida | Careers at To Be Determined: Jacksonville, Florida](#)

Job Description

This is protective service work at the trainee level in providing security in correctional facilities. Work requires a knowledge of techniques, methods, and procedures involved in correctional security, which involves the use of specialized skills or specialized equipment which is learned on the job and through specialized training. Contacts require basic courtesy, tact, and effectiveness in dealing with others, and includes contacts to request or provide information, ask questions, or obtain clarification.

Police Officer Non-Certified

[NON-CERTIFIED POLICE RECRUIT in Jacksonville, Florida | Careers at To Be Determined: Jacksonville, Florida](#)

Job Description

This is protective service work at the trainee level in the enforcement of laws and ordinances for the protection of life and property. Work requires a basic knowledge of techniques, methods, and procedures used in law enforcement activities such as restoring and maintaining order, conducting preliminary investigations and apprehension of criminals which is acquired through specialized training and on-the-job experience. Contacts require skills in understanding human behavior and

those factors which influence or cause behavioral changes and are critical in adversarial and confrontational situations. Work follows standard operating procedures.

Judicial Officer

[JUDICIAL OFFICER in Jacksonville, Florida | Careers at To Be Determined: Jacksonville, Florida](#)

Job Description

This is protective service work in providing security and maintaining order within the courthouse for judges, attorneys, witnesses, jurors, prisoners in custody, defendants on bond, and the public. The work requires knowledge of techniques, methods and procedures used in courtroom security, which involves the use of specialized skills, or specialized equipment, which is learned on the job or through specialized training. Contacts with others require skills in understanding human behavior and those factors which influence or cause behavioral changes, are critical to job success, and involves significant interaction with people at all levels within or outside the department.

Please contact Les Davis USA (ret) for more information

Les Davis USA (ret)

904-776-0613

Les.Davis@jaxsheriff.org

VIRTUAL CAREER EVENTS

In these webinars, attendees will get to hear about the ins and outs of the position. Recruiters will close out the one-hour session with information about benefits and the application process.

Learn more about becoming a Corrections Officer

Thursday, July 31, 2025, 11 a.m. - 12 p.m.

» [Registration Link](#)

Learn more about becoming a Police Officer

Monday, July 14, 2025, 11 a.m. - 12 p.m.

» [Registration Link](#)

UPCOMING SCREENING EVENTS

During the screening event, members of JSO's Recruitment and Selection Team will fast-track applicants through several steps of the hiring process, from the physical abilities test, mile run, polygraph questionnaire, and written skills test. To apply/register for the event, please click on the "Apply Now" button on this page and apply for a job as a Corrections or Police Recruit. All questions can be directed via email to JSORecruiter@jaxsheriff.org.

All screening events are scheduled to take place at the Northeast Florida Criminal Justice Center located at 4715 Capper Road, Building P, Jacksonville, FL 32218.

- Wednesday, July 9, 2025, 4 p.m.
- Saturday, July 19, 2025, 7 a.m.
- Wednesday, July 23, 2025, 4 p.m.