



# **BAY COUNTY SHERIFF'S OFFICE**

## **JAIL FACILITY**

5700 Star Lane, Panama City, Florida 32404  
Jail: (850) 785-5245 Fax: (850) 769-7376



---

### **POSITION VACANCY ANNOUNCEMENT**

#### **POSITION: COURT SPECIALIST**

#### **SELECTION PROCESS MONITOR: 25-005J**

---

#### **POSITION VACANCY**

The Bay County Sheriff's Office Jail Facility is currently accepting applications for a Court Records Specialist. Work location will be at the Bay County Sheriff's Office Jail Facility, 5700 Star Lane, Panama City, Florida. Base compensation for this position is \$39,500.

#### **ILLUSTRATIVE DUTIES**

The Court Specialist is responsible for the maintenance, updating, interpreting and disposition of all inmate records and files. Primarily communicates and coordinates with Courts, Department of Corrections, Booking and FDLE on accepting, transferring and releasing inmates.

#### **MINIMUM QUALIFICATIONS**

Excellent reading, writing, data entry and comprehension skills. Attention to detail and great administrative and organizational abilities. Experience in records management in a correctional institution or office preferred.

#### **RESPONSE**

Individuals interested in this position are required to submit the following: A Letter of Interest and resume requesting consideration for the specific position. Those individuals with applications on file must be updated and resubmitted. All applications shall be submitted to the Jail Division Personnel Office by 12:00PM, on Monday, June 02, 2025.

#### **ADDITIONAL INQUIRY**

Any questions regarding this VACANCY ANNOUNCEMENT should be made to the Jail Division Personnel Office, at (850) 215-5599 or 215-5097

DATE OF ANNOUNCEMENT: May 22, 2025

---

THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER  
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE