

***Carmine Marceno***  
**Sheriff**



**State of Florida**  
**County of Lee**

***"Proud to Serve"***

<b>Lee County Sheriff's Office</b>			
<b>Job Title:</b>	V.O.I.C.E. Volunteer	<b>Job Category:</b>	Volunteer
<b>Division/ Department:</b>	Community Response Unit / V.O.I.C.E.	<b>Job Code:</b>	N/A
<b>Location:</b>	Headquarters	<b>Travel Required:</b>	Depending on Assignment
<b>Starting Salary:</b>	N/A	<b>Position Type:</b>	Volunteer
<b>HR Contact:</b>	239-477-1323	<b>Date Posted:</b>	08/20/2020
<b>Will Train Applicant(s):</b>	Yes – field training	<b>Posting Expires:</b>	12/31/2020
<b>Internal Posting #:</b>			
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:ApplyLCSO@sheriffleefl.org">ApplyLCSO@sheriffleefl.org</a> <b>IN PERSON:</b> 14750 Six Mile Cypress Parkway, Fort Myers, FL 33912 <b>UTILIZING THE DROP BOX IN THE FRONT LOBBY</b>		<b>MAIL TO:</b> Attn: Human Resources Lee County Sheriff's Office 14750 Six Mile Cypress Parkway Fort Myers, FL 33912	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
Volunteer Observers Impacting Community Effort (V.O.I.C.E.) members help provide a higher level of service to the Lee County Sheriff's Office citizens and visitors. <ul style="list-style-type: none"> <li>• Neighborhood Patrol</li> <li>• Traffic Control</li> <li>• Traffic Surveys</li> <li>• Business Patrols</li> <li>• Picking up Found Property</li> <li>• Canvassing Neighborhoods</li> <li>• Tagging Abandoned Vehicles</li> <li>• Many Clerical and Support Service Duties</li> <li>• Fingerprinting at Events</li> <li>• Lost Person Searches</li> </ul>			
<b>PHYSICAL DEMANDS</b>			
<ul style="list-style-type: none"> <li>• Must be in good health</li> <li>• Must be able to walk and stand for short periods of time</li> </ul>			
<b>MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• Must be 18 years old, or older</li> <li>• Must be a US Citizen or possess a current permanent resident card</li> </ul>			



*"The Lee County Sheriff's Office is an Equal Opportunity Employer"*  
**14750 Six Mile Cypress Parkway • Fort Myers, Florida 33912-4406 • (239) 477-1000**

## Lee County Sheriff's Office

- Must possess a valid Driver's License or state issued ID card
- Must possess a Social Security Card
- Must not have been convicted of a felony
- Must not have used illegal drugs in the last 2 years
- Must not have received a dishonorable discharge from the United States Armed Forces
- Must be able to work various shifts
- Must be able to speak, write and understand the English language
- Must be able to donate 16 hours per month

### **PREFERRED SKILLS**

- Team Player
- Computer literacy
- Good typing skills
- Knowledge of Lee County geography
- Polite, courteous, and professional demeanor
- Bilingual

### **APPLICATION PROCESSING REQUIRED**

All candidates must pass the following tests to be eligible for employment:

- Interview
- Background Investigation
- Drug screen (after conditional job offer)

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All Conditions of this Posting are Subject to the Sheriff's Discretion.**