



JOB OPPORTUNITY #: 347-1251
OFFICE SPECIALIST - WARRANTS DIVISION
SHERIFF'S OFFICE

Responsibilities: Enters data into the MULES and Chiefs systems; accesses systems to check warrants and run criminal histories; prepares files and documentation; responds to public information requests. Responds to citizen information requests by in person contact or via a multi-line telephone system.

Status: Non-exempt, full-time, benefited

Working Hours: Monday – Friday from 3:00 P.M. -11:00 P.M.

Qualifications: High School Diploma, or equivalent; two years of clerical experience in an automated office environment; previous MULES experience preferred but not required; 21 years of age or older; must not have any felony convictions; must not have other criminal convictions within the last 2 years, excluding traffic violations; no marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 10 years; vision acuity of 20/200 and correctable to 20/20 in both eyes; must possess a valid Operator's license at time of application and a valid Missouri Operator's license at time of appointment. **Applicant must pass a pre-employment drug screen.** Must pass the online keyboarding score with a minimum score of 35 NET wpm, or forward a copy of a valid keyboarding score taken in the last year from your local Workforce Development (Career) Center. Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

Starting Hourly Pay: \$14.11/hr Additional \$.65 per hour shift differential.

Deadline for Application: Applications will be accepted until removed.

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Apply online at www.showmeboone.com, or call (573) 886-4395 if you have questions or need special accommodation in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application, or to download the application, log on to www.showmeboone.com.

An Affirmative Action/Equal Opportunity Employer