



POSTED 3/13/2017

JOB OPPORTUNITY #: 576-1251

WARRANT SPECIALIST 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.

Status: Full-time, non-exempt, benefited

Working Hours: Monday – Friday from 11:00 pm to 7:00 am

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.

Starting Hourly Pay: \$14.34-15.24/hr with additional \$0.65 per hour shift differential.

Deadline for Application: Applications will be accepted until the posting is removed.

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Apply online at www.showmeboone.com or call (573) 886-4395 with questions. Benefit-eligible employees receive paid vacation, 13 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.

An Affirmative Action/Equal Opportunity Employer