



Revised: 4/12/13  
Revised: 6/7/13

## **JOB OPPORTUNITY #: 654-2901**

### **RECORDS SPECIALIST** **SHERIFF'S DEPARTMENT**

**Responsibilities:** Enters incident, accident, and arrest records, and citations into the police records software system; prepares computerized reports for the Prosecuting Attorney's Office and other law enforcement agencies; responds to Sunshine Law open records requests and prepares statistical reports for local and state agencies; processes conceal carry permits; archives reports.

**Status:** Non-exempt, Full-time, Benefitted

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

**Qualifications:** High School Diploma or equivalent; two years of clerical experience in an automated office environment; have a working knowledge of Microsoft Word and Excel; *Experience with AS400 systems preferred but not necessary*; 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.

**Salary:** \$24,016.50 Starting Salary; increased to \$25,350.75 after 6 months of continuous employment; increased to \$26,685.00 after one year of continuous employment. Additional \$.40 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](http://www.showmeboone.com) or in person at the Human Resources Department, 613 E. Ash, Boone County Annex, Room 102, Columbia, MO 65201, or call (573) 886-4395 if you have questions or need special accommodations in order to apply. Benefits include 100% County paid medical, dental, and vision insurance, pre-tax savings program, 2 weeks' vacation, 12 paid holidays, matching deferred compensation plan and retirement plans. Visit [www.showmeboone.com](http://www.showmeboone.com) to see a complete list of posted positions, submit an online application, or to print off the application.

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