



**JOB OPPORTUNITY #: 865-2701  
RECORDS CUSTODIAN  
911/JOINT COMMUNICATIONS**

**Responsibilities:** Responds to requests from citizens, law enforcement, and other agencies who request records related to 911 calls. Assesses requests in accordance with Missouri Revised Statutes Chapter 610 related to governmental records and “Sunshine Law” confidentiality. Release of information subject to approval by the Deputy Director. Write and distribute press releases and public alerts relevant to 911 PSAP operations, public safety or as a public service. Maintains social media sites and information. Establish and maintain effective working relationships with supervisors, co-workers, employees of other public safety and emergency organizations, the media, other governmental agencies, local organizations and agencies, and the public. Prioritizes requests and duties. Performs other projects/tasks as assigned.

**Status:** Full Time, Non-exempt, Benefited

**Working hours:** Primarily 8:00 am – 5:00 pm, Monday – Friday (other hours as necessary)

**Qualifications:** High school diploma or equivalent and at least two years experience doing clerical work. Demonstrated writing skills. Willingness to work a flexible schedule as dictated by workload, special events, weather-related or other emergency situations. Must possess a clear criminal history.

**NOTE:** A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

**Hourly Pay Range:** \$13.43-\$14.27

**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 call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required 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](http://www.showmeboone.com).

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