

JOB ANNOUNCEMENT
Date of Announcement: 3/16/17

PART-TIME RECORDS CLERK
ROLLA POLICE DEPARTMENT

GRADE CLASSIFICATION: 8 Part-time, Non-Exempt

Salary Range: \$11.882 - \$15.736/hr (part-time, 25 hours per week, preferred hours M-F, Noon-5:00 PM)

DESCRIPTION OF BASIC DUTIES:

Recording of data into department's in-house computer system; disseminating in-house paperwork; partial secretarial duties to include answering phones and assisting citizens in the lobby; preparing paperwork accordingly for local criminal justice agencies; uploading documents into in-house computer system; other duties as assigned.

EDUCATION AND EXPERIENCE:

Graduation from an accredited high school or GED equivalent. Considerable experience in the use of computers and various office machines is desired. Must be able to type at least 55 wpm – a pre-employment typing test will be given.

SPECIAL QUALIFICATIONS:

Must be a U.S. citizen with the ability to read and write the English language. Must have ability to read and comprehend departmental and/or other directives; work independently with a minimum of supervision; possess excellent organizational skills; and be self-motivated. Must be able to tolerate work of a routine nature and have a strong sense of loyalty and dedication to purpose. No felony convictions or disqualifying criminal histories will be allowed.

PHYSICAL DEMANDS:

Employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands and fingers to handle or operate objects, controls or tools. Must occasionally lift or move more than 50 pounds.

**Must Provide Resume with Application to the Rolla Police Department,
1007 N. Elm St., Rolla, MO 65401, Prior to 5:00 p.m., March 31, 2017.**

AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS