

JOB ANNOUNCEMENT

9/25/23

**RECORDS CLERK**  
ROLLA POLICE DEPARTMENT

**GRADE CLASSIFICATION:**      1      Full-time, non-exempt

Salary Range:            \$15.007/hr - \$20.773/hr (\$31,215 - \$43,208 annually)

**EMPLOYEE BENEFITS:**

Family health and dental insurance plan; life insurance; custom benefit plan; eleven (11) paid holidays; one (1) personal holiday after first year of employment; two (2) weeks vacation and twelve (12) sick days a year.

**DESCRIPTION OF BASIC DUTIES:**

Duties involve strict maintenance and control of all police records, recording of data into department's in-house computer system; disseminating paperwork to local criminal justice agencies; partial receptionist duties to include answering phones and assisting citizens in the lobby; 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 65 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. Must pass office skills test, interview, polygraph exam, background investigation, and drug screen.

**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.

**Apply at Rolla Police Department, 1007 N. Elm St., Rolla, MO 65401, no later than  
October 11, 2023. E-Mailable job application at: [www.rollacity.org](http://www.rollacity.org).**

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