



County of Greene, Missouri
Employment Vacancy Announcement

March 19, 2010

Greene County Sheriff's Office

Warrants/Records Clerk

1 Part Time, 28 hrs per wk
Night Shift, 4pm – 11pm and Midnight – 7am
Weekends and Holidays - Must be flexible
\$10.18 hourly

The Greene County Sheriff's Office is seeking a qualified individual for the position of Warrants/Records Clerk, to perform computer data entry and other record keeping and clerical tasks, under the supervision of the Warrants/Records Manager.

Essential Duties and Responsibilities:

Enters warrants into computer State (MULES) and national (NCIC) databases using appropriate guidelines and requirements. Reviews daily booking sheets to confirm warrants for arresting officers. Runs criminal histories. Transports warrants to jail. Picks up and delivers mail and warrants. Files and maintains all incident reports. Prepares incident reports for microfilming. Enters Adult / Child order of protection. Enters reports, warrants, citations, incident reports, P.A. Dispositions, and jail commitments into computer records both in-house and statewide systems (MULES). Performs other duties as required of position. Must be flexible to work with other shifts when needed.

Minimum Experience and Training Qualifications:

High school diploma or equivalent, two years responsible clerical experience, preferably in law enforcement procedures, or any combination of education and experience that provides equivalent knowledge, skills and abilities. MULES certification a plus.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements: All applicants for the position must undergo screening for the presence of illegal drugs and criminal background checks.

How to Apply:

Interested persons must complete an application. Please visit our website at www.greencountymo.org for an application. Return to the Greene County Human Resources Office, 933 N. Robberson, Springfield, MO 65802, or fax to 868-4818.

Deadline to Apply: Friday, April 2, 2010

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.