



POSTED 3/11/11
REVISED 5/19/11

JOB OPPORTUNITY #: 576-1251

OFFICE SPECIALIST (WARRANTS DIVISION) SHERIFF'S OFFICE

Responsibilities: Enters data into the MULES and Chiefs systems; accesses systems to check warrants and run criminal histories; prepares files and documentation; responds to public information requests.

Status: Non-exempt, Full-time, benefited

Working Hours: 11:00 pm – 7:00 am

Qualifications: High School Diploma, or equivalent; two years of clerical experience in an automated office environment; previous MULES experience preferred but not required; 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 have a current typing test score of at least 35 net wpm on file with the Boone County Human Resources Department prior to consideration.*

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.

.....

Apply online at www.showmeboone.com or in person at the Human Resources Department, 601 E. Walnut, Room 211, Johnson Building, 2nd Floor, Columbia, MO 65201, or call (573) 886-4395 if you have questions. Please call in advance if special accommodations are required in order to apply. Typing tests are given at the Human Resources Office from 8:00 am – 12:00 pm on a walk-in basis, or between 12:00 pm – 5:00 pm by appointment, Monday – Friday. If outside of the Columbia area, typing tests may be taken at the nearest local Workforce Development Office. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 12 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.

An Affirmative Action/Equal Opportunity Employer