



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b>	Support Specialist – Records Clerk	<b>NEW:</b>	_____ <small>(Please check one)</small>	<b>REVISED:</b>	X
<b>REPORTS TO:</b>	Administrative Services Mgr.	<b>FLSA:</b>	<u>Non-Exempt</u>	<b>DATE:</b>	<u>02/2026</u>
<b>DEPARTMENT:</b>	Joint Communications	<b>JOB CODE:</b> <u>600</u>			

### **SUMMARY:**

With general supervision, performs a variety of recordkeeping and clerical duties such as prioritizing, organizing, releasing, or withholding records; and may assist with developing public information, press releases, presenting at outreach events, and assisting with applicant processing.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Receives, researches, and replies to records requests effectively, timely, and in compliance with the Missouri Sunshine Law (RSMo Chapter 610), redacts information when necessary; prepares cost estimates and collects service fees; responds to subpoena requests for records; delivers subpoenaed records to court hearings or depositions; and maintains public information requests and documentation files.

Assists in dissemination of information internally and externally related to policies, procedures, and emergency preparedness.

Cross-trains on essential functions of other clerical positions in the department.

Assists the Administrative Services Manager with clerical tasks such as ensuring proper records retention, maintenance, and destruction in accordance with local government records retention schedules.

Assists with social media by posting, monitoring, and responding to questions on social media sites such as Facebook and Twitter; prepares community outreach materials; and attends community education and recruiting events.

Performs other duties as needed or assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of English grammar, punctuation, and spelling, with the ability to communicate clearly and effectively in English, both orally and in writing, including report writing and business correspondence.
2. Knowledge of general office procedures and practices, including the use of standard office equipment such as copiers, fax machines, and multiline telephone systems.
3. Knowledge of basic legal processes, terminology, and applicable laws and regulations, including Missouri Sunshine Law (RSMo Chapter 610), criminal justice systems in the State of Missouri, and local government records retention schedules.
4. Knowledge of electronic filing, indexing, and record-keeping systems, with the ability to maintain confidentiality and handle sensitive information appropriately.
5. Ability to learn, interpret, and apply department, county, state, and federal policies, procedures, rules, statutes, guidelines, and specialized terminology related to assigned functions.
6. Ability to efficiently operate personal computers and software applications relevant to public safety and law enforcement operations, including Microsoft Windows and Office Suite, document creation and publishing tools, email platforms, and other computer-based applications.
7. Knowledge of social media platforms and best practices, with the ability to collaborate with leadership on approved messaging and communications.
8. Ability to respond professionally and effectively to inquiries from managers, employees, external agencies, court professionals, and the general public, including individuals in stressful or highly emotional situations.
9. Ability to work independently and collaboratively as part of a team, accept direction, follow instructions, and carry out assigned duties.
10. Ability to manage multiple tasks, prioritize a high-volume workload, meet deadlines, and maintain a high level of accuracy and attention to detail.
11. Skill in basic mathematics sufficient to add, subtract, multiply, and divide whole numbers, fractions, and decimals.

**PHYSICAL DEMANDS:**

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; and pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 50 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional and/or uniform attire required. This position routinely uses various forms of office equipment. This position is routinely in contact with the public, Boone County employees, elected officials and representatives of other agencies, businesses, etc.

This job operates in a variety of settings that include a professional office and outside locations. May be exposed to wet/humid conditions, inclement outdoor weather, extreme temperatures, and very loud noise levels. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. May be required to work additional hours outside of a normal business day or during holidays or weekends.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and must be 18 years of age or older; at least two (2) years' relevant clerical experience; ability to type 35 wpm; must possess and maintain a valid Missouri driver's license; must be able to obtain MULES certification within six (6) months of hire. Applicants must pass a pre-employment drug screen.

Applicants must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy,

**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.**

**PREFERRED QUALIFICATIONS:**

Working knowledge of the "Sunshine Law." Experience responding to records requests.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*