



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Records Specialist-CCW</u>	NEW: <u> </u>	REVISED: <u>X</u> <small>(Please check one)</small>
REPORTS TO: <u>Administrative Deputy</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Sheriff's Department</u>	JOB CODE: <u>603</u>	

SUMMARY:

Under general supervision, the CCW Records Specialist processes, approves, and maintains all Conceal Carry Permit applications; enters, and maintains reports, arrest records, citations, and related documents into records software, and responds to records requests.

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, processes, and approves new and renewal Conceal Carry Permit applications via in-person contact; enters or reviews applicant information in record management systems; fingerprints all new permit applicants; completes background checks per Missouri State Statutes; answers inquiries daily by department phone and email for information regarding Conceal Carry permits and law.

Issues Conceal Carry Permit cards to all new and renewal applicants once approved; enters permit information; collects and receipts all monies from conceal carry permits; prepares, files, and maintains hard copy files of all permit holders; suspends, revokes, or denies permits per state statutes; processes permit changes for applicants changing their name or moving into Boone County; requests paperwork from other counties.

Requests incident reports and case dispositions from Law Enforcement agencies, Courts, and the U.S. Military; receives, responds, and researches requests for records checks from any law enforcement agency, various military branches, and Federal Government agencies;

responds to questions and inquiries from deputies, other employees, general public, law enforcement, and state agencies through email, phone, or in-person; retrieves, prints, and forwards requested reports to various staff and authorized law enforcement and state agencies.

Receives, responds, and researches requests for records in accordance with the Missouri Sunshine Law; determines if records are open or closed and what can be released, redact necessary information, and communicate effectively with requestor in a timely manner; receives and responds to subpoena requests for records and when necessary; seeks assistance from County Counselor as needed; delivers records per subpoena to court hearings or depositions; prepares invoices and receipts for information requests and enters receipts into register.

Performs all other duties as assigned.

KNOWLEDGE & SKILLS

1. Knowledge of English grammar, punctuation, and spelling; skill in communicating effectively using the English language, both orally and in writing.
2. Knowledge of the criminal justice system in the State of Missouri.
3. Knowledge of legal processes and terminology.
4. Knowledge of personal computers and standard software applications related to law enforcement processes and procedures, including records management software, jail management software, and Microsoft Office.
5. Knowledge of the Missouri Sunshine Law
6. Knowledge of Conceal and Carry Laws
7. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals.
8. Skill in providing customer service and handling highly stressful situations.
9. Skill in maintaining confidentiality and handling confidential information.
10. Ability to learn and interpret Missouri statutes required to perform job functions.
11. Ability to become MULES certified within 6 months of hire.
12. Ability to multitask and work independently.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

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; 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 25 lbs and transporting from one building location to another; squatting, kneeling, reaching above and at shoulder height. OCCASSIONAL moderate grasping to manipulate objects.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

QUALIFICATIONS:

High School Diploma or equivalent; two years of clerical experience; 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; must pass a pre-employment drug screen; must have the ability to type 35 net WPM; must be eligible for MULES certification within 6 months of hire.

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.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)