

FULL JOB DESCRIPTION

Title

Conceal Carry Clerk

Hourly

\$16.84 per hour

Location

Camdenton - Camden County, MO

Job Type

Full-Time

Office

Camden County Sheriff's Office

Benefits

Medical, Vision, Dental, Life Insurance, 2 Retirement funds, Vacation/Sick Time

Position will remain open until filled

Description:

Work is performed under the direct supervision of a unit supervisor. Work involves the use of a desktop computer, video display terminal or comparable office equipment in maintaining police files and retrieving and dispensing police information. Work is reviewed while in process, and upon completion, by a supervisor for accuracy and conformance with instructions and established procedures.

Duty Hours: 8:30 AM to 4:30 PM, Monday through Friday, with flexibility to meet Department needs. (Shifts are 8 hours per day, 5 workdays per week.)

ESSENTIAL FUNCTIONS

- Assists general public, customers and staff in person, over telephone and by email; answers inquiries, provides general direction related to services, receives and attempts to resolve complaints, explains policies, procedures and proper use/completion of department forms.
- Receives, processes and conducts a variety of criminal history investigations for licensing purposes to include Concealed Weapons Licenses.
- Organizes, compiles and reports statistical data on functions, programs and activities.
- Receives, processes and conducts a variety of criminal history investigations, registrations and applications; checks documents for validity and accuracy.
- Runs daily reports, maintains and balances cash drawer and files daily deposits.
- Scans documents as required; identifies records for destruction in accordance with pre-determined retention and destruction schedules; files and maintains records.
- Ensures accurate reporting and correction of criminal records with State Repository.
- Provides fingerprinting services as requested.
- Enters and retrieves data and prepares reports using a variety of software programs; reviews such reports for accuracy and makes corrections as required; operates standard office equipment.
- Operates standard office equipment, including word processors, computers, facsimile equipment and central telephones; may operate microfilm, radio, telephone and other departmental-specific equipment after training.

- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma or GED.

Required Knowledge and Skills

Knowledge of:

- Policies and procedures of the Sheriff's Office.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats.
- Practices of fingerprinting utilizing Livescan equipment.
- Applicable regulations, policies and statutes.
- Office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, and the public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- NCIC/NCJIS certification within six (6) months of date of employment.
- *PHYSICAL DEMANDS & WORKING ENVIRONMENT: *
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Mobility to work in a typical office setting and use standard office equipment; stamina to

remain seated for extended periods of time; agility and strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

- ***CONDITIONS OF EMPLOYMENT ***

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Employment is contingent upon successful completion of background/screening.
3. Camden County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made

- **Additional Information**

- **CITIZENSHIP:** Citizen of the United States or valid work permit and apply for citizenship when eligible.

AGE LIMITS: Eighteen (18) years of age at the time of appointment.

ARREST: Must be free from conviction of a felony or a Class "A" misdemeanor.

MILITARY: Must not have a "**Dishonorable**" discharge or "**Bad Conduct**" discharge if having served in the military. All "**Other Than Honorable**" discharges will be reviewed on an individual basis.

- This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- **AN EQUAL OPPORTUNITY EMPLOYER:** The Board of Police Commissioners resolved that subject to all applicable State and Federal statutory or judicial exemptions, all qualified applicants for employment and/or advancement, whether commissioned or civilian, shall be given equal opportunity for consideration, selection, appointment and retention, regardless of race, color, religion, sex, national origin, age, disability, or political affiliation.

To apply, obtain an application online:

https://www.camdencountymosheriff.org/plugins/show_image.php?id=1486

Or contact Tonia Bailey, Records Supervisor, 573-346-2243 ext. 238 or Jimmy Brashear, Chief Deputy, 573-346-2243 ext. 241 with any questions.