

GENERAL DUTIES – CIVILIAN OFFICE CLERK

The Platte County Sheriff's Office is a full-service law enforcement agency that provides services to the citizens of Platte County. A Civilian Office Clerk would be responsible for typing and maintain various records and reports in the Sheriff's Office to document information to include, but not limited to daily work assignments, equipment issued, vacation scheduled, training records, grant records, statistical reporting to outside agencies, personnel data, and other Sheriff's Office documents by performing the following duties:

- Compiles and records data to maintain Sheriff's Office files related to their assignment.
- Compiles reports and other statistical data based on information contained within Sheriff's Office files.
- Submits reports and other statistical data based on information contained within Sheriff's Office files.
- Submits reports and other statistical data to outside agencies, or other persons and entities.
- Answers telephones and appropriately responds to questions received via telephone or at the reception window.
- Copying, scanning, and filing of documents according to methods outlined in the Sheriff's Office policies or procedures.
- Performs other clerical duties as necessary.
- Additional duties as assigned.

An employee in this position regularly assists other personnel within the Sheriff's Office and other public service agencies/officers. Individuals in this position strive to accomplish the mission of the Platte County Sheriff's Office in each duty performed. Work is performed under general supervision within established policies and procedures; however, a high degree of independent judgment is regularly required.

SALARY AND BENEFITS

The Platte County Sheriff's Office offers a starting annual base salary of \$32,200 with excellent benefits:

- Twelve (12) annual paid holidays
- Six (6) paid vacation days during your first twelve months, increases to Twelve (12) days after 12 months of service. Future increases as scheduled by years of service.
- Paid Overtime
- Two (2) retirement plans (LAGERS L-12 and CERF)
- Deferred Compensation Program with employer matching
- Four (4) Medical Plan Options (Blue Cross and Blue Shield)
- Life Insurance
- Dental Insurance (Delta)
- Required Uniforms and Equipment Provided – Uniform Maintenance Allowance after first 12-months of service.
- Lateral Pay for Experience
- Paid Military Leave
- Tuition Reimbursement Program
- VA/OTJ Programs for qualified veterans

ABOUT PLATTE COUNTY MISSOURI

Platte County is located in beautiful northwestern Missouri and is part of the greater Kansas City metropolitan area. Platte County is approximately 427 square miles in size and has a population of approximately 107,000. Along with the unincorporated areas, Platte County also contains the communities of Parkville, Riverside, Platte City, Weston, as well as parts of the City of Kansas City. Platte County is home to the Kansas City International Airport (KCI) and contains 3 major interstate highways. Platte County is one of Missouri's fastest growing counties for both residential and commercial development while still having top rated school districts.

MINIMUM QUALIFICATIONS

- Must be 18 years of age and a U. S. citizen or lawfully authorized alien worker.
- Must have a high school diploma or GED.
- Must Possess a valid Driver's License.
- Must not have been convicted of any felony offense, domestic violence crimes, or other crimes that would make the applicant unsuitable for employment.
- Must be willing and able to perform all the tasks required of the job for which you are applying.
- Must be willing to have a criminal history and driver's license check performed annually, at a minimum, and more frequently if needed.
- Must successfully complete an extensive background investigation and drug screen test.
- Must successfully complete all pre-employment interviews and tests.

HIRING PROCESS

The Platte County Sheriff's Office applicant screening process consists of the following steps:

- Employment Application
- Personal History Questionnaire
- Written Testing
- Truth-Verification Examination (CVSA)
- Oral Board Interview
- Extensive Background Investigation
- Medical Examination
- Drug Screening.

Please direct questions regarding this position to nathanpettjohn@plattesherriff.org